UNITED STATES
MARINE CORPS

REQUIREMENTS FOR ASSIGNMENT OF MAIL ROOM DUTIES

- ✓ Must be a U.S. citizen and eligible for a secret clearance.
- ✓ Have no record of the following:
  - ❖ Conviction by court martial.
  - ❖ NJP for any postal related incidents in the last twelve months.
- ✓ No civil convictions other than minor traffic violations.
- ✓ No derogatory information about trustworthiness or integrity.
- ✓ No psychiatric, alcohol, or drug abuse conditions.
- ✓ Has never been relieved for cause on any mail related duties.

REQUIRED REFERENCES TO BE MAINTAINED IN THE MAIL ROOM

(THESE MAY BE KEPT ON THE MAIL ROOMS CPU HARD DRIVE OR DISK)

- ✓ DOD Postal Manual 4525.6M, DoD Postal Manual
- ✓ MCO 5110.6B, SOP for Marine Corps Unit Mail Rooms with change 1.
- ✓ MCO 5110.5D, with change 1, Official Mail Address Listing for Marine Corps Commands and current message changes.
- ✓ OPNAVINST 5112.6C, U.S. Navy Postal Instructions.
- ✓ Current Base orders for Postal Affairs.
- ✓ Copies of all changes to references.
- ✓ Current Unit Mail Handling order.

PERSONNEL ASSIGNMENT DEFINITIONS

- **Unit postal officer** – Supervises mail room operations on a daily basis, must be an **E-7** or above or a civilian employee (GS-6 or above).
- **Assistant unit postal officer** – Assists the mail room operations on a daily basis, must be an **E-6** or above.
- **Postal inspector** – Inspects mail room operations on a quarterly basis, serves as a direct liaison to the base inspector and provides required training to supported mailrooms when needed.
- **Mail clerk** - Operates the unit mail room and picks up mail directly from the serving post office on a daily basis.
- **Mail orderly** – Picks up mail from the units serving mail room on a daily basis and distributes mail to the section in which appointed.

MAIL ROOM REQUIREMENTS

Mail room security - The following are the **minimum** structural requirements for the mail room located in a permanent structure:

a. All locks and door hinges must be mounted on the inside or in such a manner that prevents easy removal (door pins must be spot welded if mounted on the outside).

b. Bar or cover with heavy wire mesh, all windows easily accessible from the outside.

c. Construct walls and ceiling to prevent forcible entry, must not be able to access the office next door thru the ceiling, the walls must go all the way up.

REQUIRED MAIL ROOM SPACE AND EQUIPMENT

- All mail rooms will contain enough space to accommodate a desk, chair, sorting case, bag rack, and an area to sort mail unencumbered.
- Only U.S. Mail, postal records and essential furniture are authorized.
- The following are not authorized in the mail room:

A. Personal effects

B. CD player or CD’s (an AM/ FM radio is authorized).

C. Computer games

D. Any gear or accessories not related to the

POSTAL/ MAIL OFFENSES

- **Secrecy of the mail is inviolable – Information of personal mail (ex. Type, from who) shall not be given out.**
- **No one shall break the seal of any mail unless given proper authorization.**
- **All the below offenses against the mail are punishable under the UCMJ and U.S. Code Title 18.**

- Destruction of mail
- Obstruction of mail
- Delay of mail
- Keys or locks stolen
- Theft or receipt of stolen mail matter

POSTAL/ MAIL OFFENSES

- **Offenses punishable under the UCMJ**
  - **Article 92 – Failure to obey an order or regulation**
  - **Article 107 – False official statement**
  - **Article 121 – Larceny and wrongful appropriation**
  - **Article 134 – Opening, destroying or stealing mail**
- **Notification upon discovery of mail offense**
  - **<u>Do not</u> report or confront suspicion of any violations to mail clerks/orderlies**
  - **Report all suspicion of any violations to unit postal officer/assistant postal officer**

POSATAL/ASSISTANT OFFICER APPOINTMENT LETTERS

Both the postal officer and assistant postal officer must be designated in writing by the commanding officer or by special order. DD Form 285 cannot not be used for this purpose. If the postal/ assistant officer are going to be involved in mail handling duties they are required to have a DD Form 285 in their possession. If there is a change of commanding officer, a new appointment letter/ special order is not required. All appointment letters/ special orders must be kept on file in the mail room. After revocation they will be kept on file for two years.

(SEE EXAMPLE 1A and 1B)

UNIT LETTER HEAD

SSIC
ORIGIN CODE
DATE

From: Commanding Officer
To: Name of Appointee

Subj: APPOINTMENT OF UNIT POSTAL OFFICER
(or ASSISTANT POSTAL OFFICER)

Ref: DoD 4525.6-M

1. Per the reference, you are hereby appointed as the unit postal officer.

2. The Unit Mailroom contains all pertinent directives concerning the performance of your duties.

NOTE: THIS SUPERSEDES ALL PREVIOUS AUTHORIZATIONS

I.M. COMMANDING

Copy to:
Unit Mail Room

EXAMPLE

UNITED STATES MARINE CORPS

LETTER HEAD

SSIC

Admin

Date

(UNIT)

SPECIAL ORDER

NUMBER.....

1. The following reassignment is directed.

NAME	ORGANIZATION	ED	REPORT TO	REMARKS
				For assignment as Postal Officer

Personnel Officer &

Legal Officer

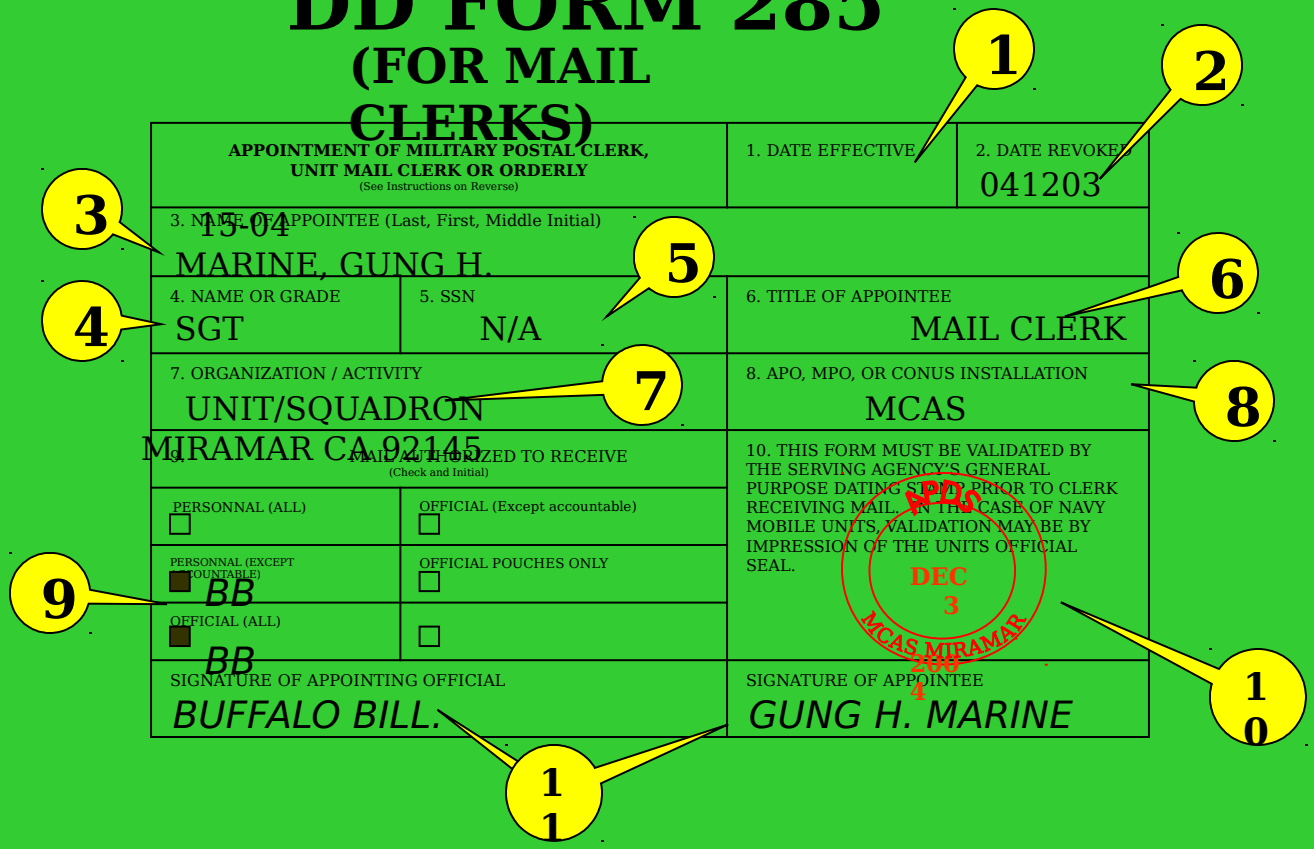
Auth:

Date:

ASSIGNMENT OF MAIL CLERKS AND MAIL ORDERLIES

The unit postal/ assistant officer is required to use a DD Form 285 (Appointment of Unit Mail Clerk / Orderly Card) to designate all mail clerks and orderlies prior to assuming their mail handling duties **.** **Three** original DD Form 285's must be prepared for each mail clerk. These must be brought to the serving post office for proper verification of completeness. The copies will be retained as follows : (1) by the military post office (MPO), (1) by the mail room and (1) by the appointee (for identification while handling mail). **Two** original DD Form 285's will be prepared for each mail orderly, they will be retained (1) by the appointee and (1) by the unit mail room. Proper completion of the DD Form 285's are as follows: **(**SEE EXAMPLE 2A AND 2B**)** The postal/assistant officer should complete a statement of understanding with all assigned mail orderlies (SOU). (SEE EXAMPLE 2C).

DD FORM 285 (FOR MAIL CLERKS)



3 Cards for Mail Clerks

1. **Effective Date Authorized to Handle**
2. **Card Number Validation Chop (From Post Office)**
3. **Last, First Name, MI**
4. **Rank**
5. **Not required**
6. **Title: Mail Clerk**
7. **Organization Only**
8. **Unit's Address (City/State/Zip Code)**
9. **Mail**
10. **11. Postal/Assistant Postal Officer & Mail Clerk Signature**

DD FORM 285
(FOR MAIL ORDERLIES)

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR ORDERLY (See Instructions on Reverse)	1. DATE EFFECTIVE	2. DATE REVOKED
	16-04	041203

3. NAME OF APPOINTEE (Last, First, Middle Initial)
DOE, JANE R.

4. NAME OR GRADE	5. SSN	6. TITLE OF APPOINTEE
LCPL	N/A	MAIL ORDERLY

7. ORGANIZATION / ACTIVITY	8. APO, MPO, OR CONUS INSTALLATION
UNIT/SQUADRON (SECTION)	MCAS MIRAMAR CA 92145

9. MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE UNITS OFFICIAL SEAL.
PERSONNAL (ALL) ☐	OFFICIAL (Except accountable) ☐	
PERSONNAL (EXCEPT ACCOUNTABLE) ☐ *BB*	OFFICIAL POUCHES ONLY ☐	
OFFICIAL (ALL) ☐	☐	

MCAS MIRAMAR DEC 3 2003 4

SIGNATURE OF APPOINTING OFFICIAL	SIGNATURE OF APPOINTEE
BUFFALO BILL.	*Jane R. Doe*

1
2
3

2 Cards for Mail Orderlies

1. **Title: mail orderly**
2. **Organization & section**
3. **Mail authorized to handle should be personnel (except accountable)**

EXAMPLE 2B

STATEMENT OF UNDERSTANDING (EXAMPLE 2C)

MAIL ORDERLY
STATEMENT OF UNDERSTANDING (5119/10)

1. **GENERAL INFORMATION**.

a. With my appointment as a Mail Orderly, I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U.S. Mail to the members of my section. Personnel appointed as Mail Orderlies must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. As a Mail Orderly, I understand that I am **legally bound** to perform my duties in strict accordance with my commanding officer's unit mail handling order and this Statement of Understanding. Further, I understand that I am morally obligated to my fellow command members, to perform my duties in a highly proficient and professional manner at all times. **I have been advised, therefore, and fully understand that any failure to strictly adhere to the regulations, which govern the handling and delivery of U.S. Mail, will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code of Military Justice. In addition, I understand that if I commit offenses against the U.S. Mails, I am subject to Federal prosecution under Title 18, U.S. Code.**

2. **SECURITY/PROTECTION OF MAIL.**

a. My DD Form 285 (Mail Orderly Appointment Card) is a carefully controlled item, and must at all times, be in my possession along with my military ID card when performing mail-handling duties. If my DD Form 285 becomes lost, stolen, or unserviceable, I must report this fact to my unit Postal Officer immediately. I must never allow another individual to have access to my DD Form 285 for any purpose. If I am transferred or reassigned to another section within my unit, I must report to my unit Postal Officer to relinquish my DD Form 285 prior to the effective date of my transfer or reassignment.

b. I must handle all U.S. Mail entrusted to me in a safe and secure manner at all times. I will be held responsible for any loss or damage caused by my failure to properly handle and deliver the mail entrusted to my care. Specifically, I must:

(1) Handle/transport mail in a safe and secure manner until proper delivery has been accomplished.

(2) Carefully guard all mail in my custody against loss, theft, or damage, and prevent access to the mail in my custody by unauthorized individuals. I must **never** leave U.S. Mail unattended.

(3) During inclement weather, I must take all necessary precautions to protect the mail from water damage, as U.S. Mail bags are not waterproof.

(4) I must never transport mail in a private vehicle, except in emergency situations with prior approval of the unit Postal Officer, and then I am required to return, in the most direct route, to my work section to effect proper delivery of all mail in my possession.

c. I must never violate the sanctity or private nature of U.S. Mail and postal records. Specifically, I must never:

(1) Break or allow to be broken, the seal of any mail matter.

(2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of my section.

(3) Remove stamps or other forms of postage from the mail entrusted to me for delivery.

(4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

(5) Release any information regarding mail or postal records (including personal or home addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. I will refer all inquiries and requests for such information to my unit postal officer.

d. I must report any known or suspected postal-related offenses to my unit postal officer, assistant unit postal officer, or commanding officer immediately.

4. **HANDLING AND DELIVERY OF PERSONAL MAIL**.

a. Block 9 of my DD Form 285 has been marked and initialed to indicate "Personal, Except Accountable." This authorizes me to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of my section. **I understand that I am not authorized to handle or deliver any personal accountable mail (registered, numbered insured, certified, and express).** Any personal accountable mail that I may inadvertently receive from the unit mailroom must be immediately returned to the unit Mail Clerk for subsequent return to the serving post office.

b. I must personally deliver all non-accountable personal mail that I receive from the unit mailroom, directly to the individual it is addressed to on the same day I receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his/her behalf. **Proper delivery of mail occurs when custody of a piece of U.S. Mail is directly passed from the hand of the appointed mail orderly to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified**.

c. I must personally deliver all PS Forms 3849 (Notification of Personal Accountable Mail) directly to the addressee as early as possible on the date I receive them. PS Forms 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Form 3849 that cannot be properly delivered as described is considered "undeliverable." As a mail orderly, I am not authorized to retain undeliverable personal mail outside the unit mailroom overnight. All personal mail and PS Forms 3849 which cannot be personally delivered to the addressee/authorized agent, must be returned to the unit mail room for overnight storage or forwarding as appropriate, on the same day I receive them. When returning undeliverable personal mail and PS Forms 3849 to the mailroom, I must provide the Mail Clerk with written documentation (i.e. post-it note or other documentation) indicating the reason for non-delivery. **I must never deface any piece of mail by writing directly onto it for any reason.**

e. When delivering mail to the addressee, I must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

5. **HANDLING AND DELIVERY OF OFFICIAL MAIL**.

As a Mail Orderly, I am only authorized to handle and deliver official mail in a limited capacity. I understand that I am **NOT AUTHORIZED** to receipt for, handle, or deliver any form of official accountable mail (registered, express, numbered insured, or certified). Nor may I deliver any ordinary official mail which is addressed to an individual by billet/duty title, i.e., Commanding Officer, Adjutant, Supply Chief, "Commanding Officer of," Training NCO, etc., or by a combination of name and billet/duty title (i.e., Admin Chief (Attn: SSgt Jones)). Any official accountable mail or official mail whose address includes a duty title that I may inadvertently receive from the unit mail room, must be immediately returned to the unit mail clerk for proper processing and delivery.

6. **CERTIFICATION**.

By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Unit Postal Officer and/or Assistant Unit Postal Officer with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as a Mail Orderly.

	_____	_____
ORDERLY	UNIT POSTAL OFFICER	MAIL
RANK/NAME	PRINTED RANK/NAME	PRINTED

DD FORM 285/ DD FORM 2260 LOG DESIGNATION PROCEDURES

DD Form 285's are issued in numerical order beginning each year, this is done by completing the DD Form 2260 (Unit Mail Clerk/Orderly Designation Log) – The DD Form 2260 is used to record all mail clerk and mail orderly appointments **(Example 3A)**. All information on the 2260 log, including the appointing official's signature, must be verified and match the information contained on the DD Form 285's.

When an individual is authorized to receipt for official accountable mail, an asterisk (*) will be placed in the left margin. The DD Form 2260 will be retained for 2 years from the last revoked date on the log.

Upon revocation of a unit mail clerks DD Form 285 the cards need to be destroyed and a letter of revocation needs to be submitted to the serving post office. **(Example 3B)**

UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued (Yr, Mo, Day)	Date Revoked (Yr, Mo, Day)	Activity Identifer	Name of Designee (Print) Last,First, MI	Designee *(Signature)*	Appointing Official *(Signature)*
1-04	040112	040515	S-3	GRUNT, IMA	(MAIL ORDERLY SIGNATURE)	APPOINTING OFFICIAL SIGNATURE
*2-04	040115		MAIL CLERK	MARINE, JOE	(MAIL CLERK SIGNATURE	APPOINTING OFFICIAL SIGNATURE
*3-04	040115		MAIL CLERK	LUCK, HARD	(MAIL CLERK SIGNATURE	APPOINTING OFFICIAL SIGNATURE

DD FORM 2260 (JAN 82) E-Form (DD Form 2260.xls) R

Example 3A

UNITED STATES MARINE CORPS

Letter Head

SSIC
CODE
DATE

From: Postal Officer

To: Postal Officer, Consolidated Postal System, MCB, Command address

Subj: REVOCATION OF DD FORM 285

Ref: (a) DoD4525.6M

1. According to reference (a), the below listed personnel have had their DD Form 285 revoked.

Name	Rank	Date Revoked

2. Point of contact is

POSTAL OFFICER SIGNATURE

Example 3B

UNIT MAIL HANDLING ORDER

All commands operating a unit mail room are required to publish a mail handling order, this provides information about local mail services. These instructions, at a minimum will include the following:

1. The correct and complete mailing address for unit personnel.
2. Location and hours of operation of the UMR and serving post office.
3. Location and collection hours for outgoing mail receptacles.
4. Mail call hours and mail distribution procedures.
5. Instructions for using OPNAV 5110/5 (Change of address cards).
6. Information about security of mail and postal effects.
7. Procedures to establish a classified material screening point.

UNIT MAIL HANDLING ORDER

8. Non-mail-able items
   A. Any article or material that can harm people or property.
   B. Liquor.
   C. Obscene matter.
   D. Libelous matter.
   E. Lottery material or written or printed matter intended to swindle or defraud.
   F. Subversive matter.
   G. Concealable firearms or dangerous martial arts weapons.
9. Procedures for handling mail for personnel temporarily absent from the command.

UNIT MAIL HANDLING ORDER

10. Delivery of mail during field exercises.
11. Instructions relative to customs regulations.

NOTE: The mail handling order does not need to be signed every time there is a change of command. However, if changes are made to the order an enclosure or reprinted and signed order is required, pen changes are not authorized.

REQUIRED ITEMS THAT MUST BE DISPLAYED NEAR THE MAIL ROOM ENTRANCE

- Correctly formatted sample mailing address. (SEE EXAMPLE 4A)

- DD Form 1115 (Mailroom no admittance).

  (SEE EXAMPLE 4B)

CORRECT AND COMPLETE MAILING ADDRESS TO BE USED BY ALL PERSONNEL

PERSONAL MAILING ADDRESS

1st Line: GRADE, FULL NAME
2nd Line: APPROPRIATE UNIT, (CO/PLT/SECTION)
3rd Line: PSC BOX NUMBER/ UNIT NUMBER
4th Line: CHERRY POINT, N.C. 28533-XXXX

EXAMPLE

1st Line: PFC BUFFALO BILL
2nd Line: HQHQ SQDN (CO/PLT/SECTION)
3rd Line: PSC BOX 8004
4th Line: CHERRY POINT, N.C. 28533-0004

***NOTE*: ALL PERSONNEL WHO LIVE OFF BASE OR IN BASE**

HOUSING ARE NOT AUTHORIZED TO RECEIVE PERSONAL MAIL

THROUGH THIER UNIT MAIL ROOM, ONLY OFFICIAL MAIL.

DD FORM 1115

MAIL ROOM

NO ADMITTANCE

EXCEPT TO AUTHORIZED PERSONNEL

MAIL CALL

DAILY	SATURDAY	SUNDAY & HOLIDAYS
MAIL CALL 1300 TO 1500 CHECK IN/OUT 0900 TO 1130	CLOSED	CLOSED

THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS

DD Form 1115 E-Form (DD Form 1115) Rev 05/19/00

EXAMPLE 4B

The hours of mail call must be reflected with the hours contained in the unit mail

THE FOLLOWING PERSONNEL ARE AUTHORIZED IN THE UNIT MAIL ROOM

- Commanding Officer
- Executive Officer
- Postal Officer
- Assistant Postal Officer
- Postal Inspectors – With proper inspector identification.
- Supervised working parties – Only for maintenance of the mail room, not to handle the mail.

NOTE: **MAIL ORDERLIES ARE NOT AUTHORIZED IN THE MAIL ROOM.**

MAIL ROOM KEYS/ COMBINATION CONTROL

Keys and Combinations. Keys/combinations will be maintained and issued as stated below:

1. The unit postal officer will determine which mail clerk will be issued the key or combination to the unit mail room.
2. The mail clerk who was issued the mail room key for that day will sign for the key on a key control log (see example 5A) and safeguard it at all times. If a change of mail clerks is made during the same or next day the oncoming mail clerk must sign for the keys.
3. The duplicate key or combination will be sealed in a PS Form 3977 (duplicate key envelope), or in an envelope, and kept in a safe, controlled by the postal officer. The postal officer and the mail clerk holding the original key will both sign across the back flap of the envelope and endorse the front of the envelope to show the contents and date sealed. A new envelope will be prepared whenever the duplicate key or combination is used or change of postal officer.

   (see example 5B)

KEY CONTROL LOG

KEY SERIAL NUMBER	LOCATION OF LOCK	TIME/DATE ISSUED	NAME	SIGNATURE	TIME/DATE RETURNED

Example 5A

DUPLICATE KEY ENVELOPE (front)

NAME – POSTAL OFFICER DATE SEALED:
NAME – MAIL CLERK

CONTENTS INSIDE IS ONE (1) DUPLICATE KEY TO THE HQHQ SQDRN MAILROOM. (BLDG #)

(back)

MAIL CLERK SIGNATURE POSTAL OFFICER SIGNATURE

Example 5B

https://mitweb.manpower.usmc.mil/postalaffairs/Home.jsp

USMC Postal Affairs

Military Automated Postal System

Home

Login
Registration

Questions/Comments

Military Automated Postal System

User Name

Password

The postal locator system is a web based automated way for mail clerks to quickly acquire an address for directory mail, it is derived from 3270.

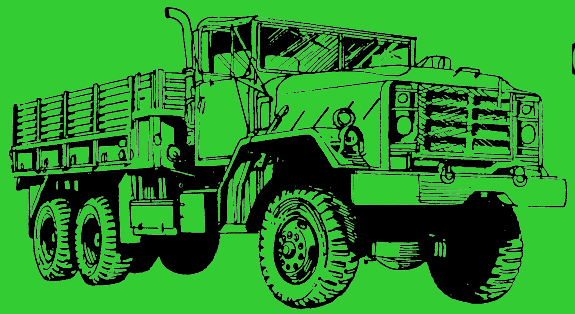
A DYMO label printer is assigned to the mail room by the serving post office, this enables the mail clerk to print yellow address labels automatically.

The current supporting post office can provide information and required training and registration.

MAIL PICK UP FROM THE POST OFFICE

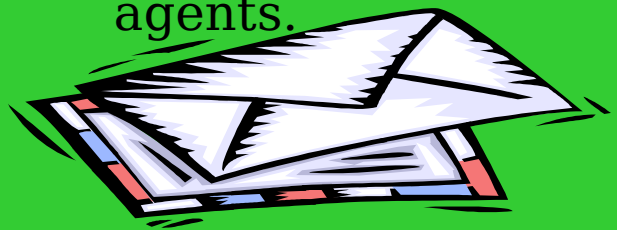
TRANSPORTATION PROCEDURES!!!

- **Preference,** closed body vehicle with locked doors.
- If not available, mail clerk must ride in compartment with the mail or at least maintain visual contact. If rain "**no go**"!
- **NO** privately owned vehicles (POV) are authorized to transport mail unless authorized by the serving post office.
- It i[illegible]alk to ar[illegible]oom and p[illegible]l pick up



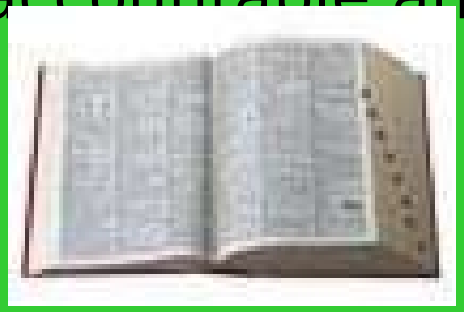
DAILY INCOMING MAIL PROCESSING PROCEDURES

1. Mail clerk picks up mail from serving post office during designated mail call hours.
2. Mail clerk transports mail directly back to the mail room.
3. **ALL MAIL WILL BE DATE STAMPED ON THE BACK INDICATING DATE OF RECEIPT**. A white sticker needs to be placed on the back of the magazines that are covered in plastic or on articles that a date stamp will not show up on.
4. Mail is sorted by sections.
5. Mail is properly delivered to section mail orderlies and all accountable mail is properly delivered to authorized agents.



MAIL DEFINITIONS

- **Official Accountable Mail** – Mail that is signed for by the mail clerk from the post office then delivered to authorized persons.
- **Official Mail** – Mail addressed to the commanding officer or command (not personnel).
- **Ordinary Mail** – Mail that is not accountable and addresses to individuals.



OFFICIAL AND OFFICIAL ACCOUNTABLE MAIL DELIVERY PROCEDURES

Official mail will only be delivered to personnel designated in writing. The commanding officer will designate in writing personnel authorized to receipt for and open official mail to include official accountable mail. The authorization letter must be signed by the current commanding officer only. It must contain a sample signature of the individuals authorized to sign for and open official mail addressed to the commanding officer. A single letter may authorize more than one individual; however, any change to the authorization will require a cancellation of the previous letter and publishing of a new letter. The authorization letter must be maintained in the mail room and any revoked letters must be maintained for a period of 2 yrs from cancellation.

✓ Authorization letter to sign for official accountable mail

(ORGANIZATIONAL HEADING)

SSIC
CODE
DATE

From: Commanding Officer
To: Personnel authorized to receipt for all official accountable mail.

Subj: AUTHORIZATION TO RECEIPT FOR OFFICIAL ACCOUNTABLE MAIL ADDRESSED TO THE COMMANDING OFFICER OR "COMMANDING OFFICER OF"

Ref: (a) DoD 4525.6M
(b) MCO P5110.6B, Chapter 4

1. Per the references, you are authorized to receipt for all official accountable mail addressed to the Commanding Officer, (Name of Organization).

TYPE NAME SIGNATURE

_____ _____

_____ _____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I.M. COMMANDING

EXAMPLE 6A

(ORGANIZATIONAL HEADING)

SSIC
CODE
DATE

From: Commanding Officer
To: Personnel authorized to receipt for all official accountable mail.

Subj: AUTHORIZATION TO RECEIPT FOR OFFICIAL MAIL ADDRESSED TO THE COMMANDING OFFICER OR "COMMANDING OFFICER OF"

Ref: (a) DoD 4525.6M
(b) MCO P5110.6B, Chapter 4

1. Per the references, you are authorized to receipt for all official mail addressed to the Commanding Officer, (Name of Organization).

TYPE NAME SIGNATURE

_____ _____

_____ _____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I.M. COMMANDING

EXAMPLE 6B

(ORGANIZATIONAL HEADING)

SSIC
CODE
DATE

From: Commanding Officer
To: Personnel authorized to receipt for all official mail to include official accountable mail.

Subj: AUTHORIZATION TO RECEIPT FOR OFFICIAL MAIL ADDRESSED TO THE COMMANDING OFFICER OR "COMMANDING OFFICER OF"

Ref: (a) DoD 4525.6M
(b) MCO P5110.6B, Chapter 4

1. Per the references, you are authorized to receipt for all official mail addressed to the commanding officer, (Name of Organization).

NAME	SIGNATURE
_____	_____
_____	_____

2. Per the references, you are authorized to receipt for all official accountable mail Addressed to the commanding officer, (Name of Organization).

NAME	SIGNATURE
_____	_____
_____	_____

NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.

I.M. COMMANDING

EXAMPLE 6C

PROCEDURES FOR ACCEPTANCE AND DELIVERY OF OFFICIAL ACCOUNTABLE MAIL

<u>Official Accountable Mail</u> - Official accountable mail will be handled as follows:

1. A chain of receipts will cover all accountable mail from acceptance through delivery to authorized individuals. The mail clerk must be able to account for all accountable mail either by producing the article or by showing delivery of the article to an authorized individual or to the commanding officer.

2. The servicing post office will prepare PS Form 3883 (firm delivery receipt for accountable and bulk delivery mail) (EXAMPLE 7A), a copy will be given to the mail clerk. Prior to receiving accountable mail, the mail clerk will make sure all articles are listed on the form, are in good condition, and have not been tampered with. If wrappers or containers are damaged or torn, the mail clerk will not accept articles until the servicing post office has properly repaired and made the correct annotations.

ACCOUNTABLE MAIL FIRM DELIVERY BOOK (PS FORM 3883)

ple of a 3883 completed for delivery of mail to CO's authorized a

Bill No. **1**

☐ Returned CODs ☐ Insured ☒ Registered ☒ Certified ☐ Return Rcpt. for Merchandise ☐ Int'l. Recorded Delivery Svc.

Mail for **COMMAND ADDRESS**

No. of Article	* Code	Office of Origin Use ONLY for International	No. of Article	* Code	Office of Origin Use ONLY for International
1 **R123456789US**		**STATE AND ZIP**	11		
2			12		
3			13		
4			14		
5		**1 one**	15		
6			16		
7			17		
8			18		
9			19		
10			20		

*CODE: R=Return Receipt Requested. OS=Officially Sealed. RE=Re-enveloped. SD=Special Delivery RW=Returned to Writer. DC=Received in Damaged Condition.

Postmark - Delivery Office

Date of Delivery **040114**

Received the **1 ne** Pieces Described Above

Addressee **PRINTED (AUTHORIZED AGENT'S NAME)**

Agent **SIGNATURE OF (AUTHORIZED AGENT'S SIGNATURE)**

Delivered by *(Clerk or Carrier)* **MAIL CLERK'S SIGNATURE**

POSTAL OFFICER INTITIALS AND DATE

PS Form 3883, March 1991

***U.S. Government Printing Office: 1992-- 323-151**

Mail Clerk will only deliver Official Accountable Mail to individuals authorized in writing by the Commanding Officer
e Postal Officer/Assistant Postal Officer must verify delivery of all Command Official Accountable Mail daily.

EXAMPLE 7A

PROCEDURES FOR ACCEPTANCE AND DELIVERY OF OFFICIAL ACCOUNTABLE MAIL

3. Upon return to the mail room, the mail clerk will list accountable mail on the unit's PS Form 3883 prior to delivery to authorized agents. If a mail clerk is relieved by another, the new mail clerk will properly receipt for the accountable mail by signing PS Form 3883. The accepting mail clerk will then complete another PS Form 3883 for delivery to authorized agents. The unit postal officer will verify the delivery of accountable mail by initialing (in the bottom right corner) all PS Form 3883's completed that day (must be verified each day accountable mail is delivered). PS Form 3883's will be kept in the UMR and will be kept in numerical order starting with bill #1, January of each year.

4. Accountable mail will not be kept overnight in the UMR. It will be returned to the servicing post office in the following manner :

5. A. Take the PS Form 3883 and the article to the

PROCEDURES FOR ACCEPTANCE AND DELIVERY OF OFFICIAL ACCOUNTABLE MAIL

C. Have the accepting postal clerk all - purpose date stamp (AP Chop) in the “Postmark - Delivery Office” block.

D. Upon return to the mail room the mail clerk will then have the unit postal officer initial in the “Postmark” block, verifying delivery of the accountable mail.

(SEE EXAMPLE 7B)

ACCOUNTABLE MAIL FIRM DELIVERY BOOK (PS FORM 3883)

Example of an item being returned to the Post Office

Bill No. **1**

☐ Returned CODs ☐ Insured ☒ Registered ☐ Certified ☐ Return Rcpt. for Merchandise ☐ Int'l. Recorded Delivery Svc.

Mail for **RETURNED TO POST OFFICE**

No. of Article	* Code	Office of Origin Use ONLY for International	No. of Article	* Code	Office of Origin Use ONLY for International
1 **R 123456789US**			11		
2			12		
3			13		
4			14		
5	**1 one**		15		
6			16		
7			17		
8			18		
9			19		
10			20		

*CODE: R=Return Receipt Requested. OS=Officially Sealed. RE=Re-enveloped. SD=Special Delivery RW=Returned to Writer. DC=Received in Damaged Condition.

Postmark - Delivery Office

THE POST OFFICE WILL DATE STAMP STAMP

Date of Delivery **040114**

Received the **1 ne** Pieces Described Above

Addressee **RETURNED TO POST OFFICE**

PO'S INT AND DATE

Delivered by *(Clerk or Carrier)* **(MAIL CLERK'S SIGNATURE)**

Agent **(POSTAL CLERK'S SIGNATURE)**

PS Form **3883,** March 1991

*U.S. Government Printing Office: 1992-- 323-151

EXAMPLE 7B

PROPER PROCEDURES FOR DAILY DELIVERY OF ORDINARY MAIL TO AUTHORIZED MAIL ORDERLIES

1. Mail orderlies must have in their possession a valid DD Form 285 for mail pick up.
2. The mail clerk will verify the mail orderlies DD Form 285 against the one on hand in the mail room.
3. The mail orderly will them sign for the mail on a mail orderly receipt log (EXAMPLE 8A).
4. The mail orderly will then proceed to their work section, distribute the mail and return any mail not deliverable back to the mail room the same day.
5. If a section does not send a mail orderly for mail call on a daily basis the section supervisor needs to be called and made aware of this.

NOTES: A. The mail orderly receipt log will be maintained for 6 months.

B. Any delivery of official mail will be signed for on the mail orderly receipt log daily.

C. The unit mail clerk cannot take their personal mail out of the mail room, it must be delivered to their section during mail call.

MAIL ORDERLY RECEIPT LOG

ONLY AUTHORIZED MAIL ORDERLIES CAN SIGN FOR MAIL!

DATE

Mail clerk holding mail call: _____

SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail				
S-1				
S-2				
S-3				
S-4				
Supply				
MOTOR T				
MEDICAL				
SEAT SHOP				
COMM				

Destruction Date _____ (6 months from last delivery date)

If sections do not pick up mail daily the reason must be annotated in the name block every time.

NO PICKUP = Section failed to pick up their mail and no reason was given.

NO MAIL RECEIVED = Section didn't receive any mail

IN THE FIELD = Section is in the field, couldn't pick up the mail.

SECURED EARLY & (REASON) = Section secured early and reason was verified by the postal officer

NOTE: IF THE UNIT MAIL ROOM DELIVERS MAIL TO INDIVIDUALS IN THE COMMAND VICE THE MAIL ORDERLIES THE INDIVIDUALS MUST SIGN FOR THEIR MAIL ON THE BACK OF THE RECEIP

EXAMPLE 8A

DELIVERY OF PS FORM 3849'S

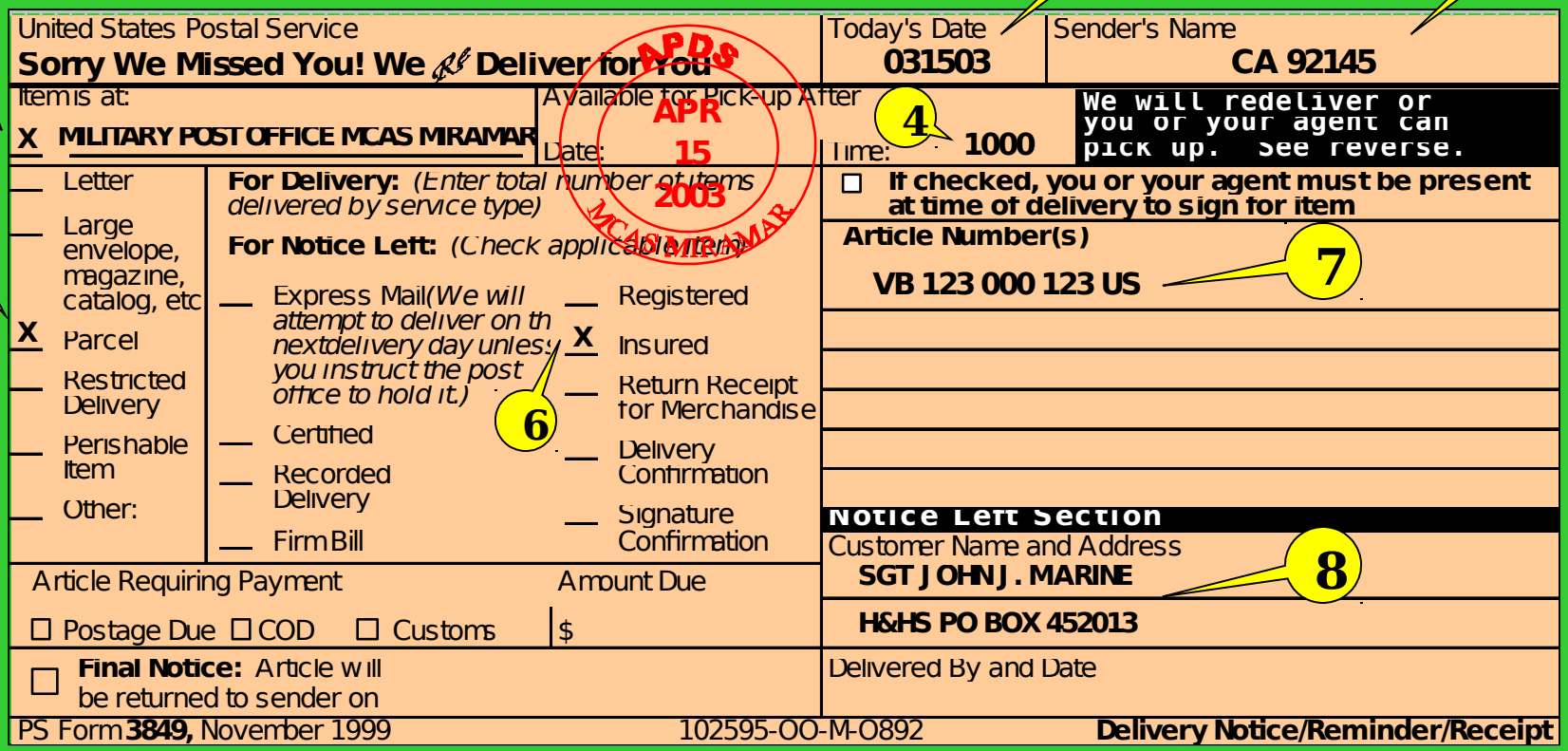
- **PS Form 3849** - When a PS Form 3849 is received, it must be delivered as follows:

  1. The mail clerk will have the PS Form 3849 hand delivered to them during mail call by the serving post office.

  2. The mail clerk then will deliver the PS Form 3849 to the individuals section mail orderly during mail call. All mail generated on a PS Form 3849 is held at the serving post office.

  3. (EXAMPLE 9A) PS Form 3849.

PS FORM 3849



United States Postal Service
Sorry We Missed You! We Tried To Deliver Your

Today's Date: **031503** (1)

Sender's Name: **CA 92145** (2)

Item is at: **X MILITARY POST OFFICE MCAS MIRAMAR** (3)

Available for Pick-up After Date: **APR 15 2003** (4)

Time: **1000**

We will redeliver or you or your agent can pick up. See reverse.

APDS MCAS MIRAMAR

(5)

__ Letter
__ Large envelope, magazine, catalog, etc
X Parcel
__ Restricted Delivery
__ Perishable Item
__ Other:

For Delivery: *(Enter total number of items delivered by service type)*

For Notice Left: *(Check applicable item)*

__ Express Mail *(We will attempt to deliver on th nextdelivery day unless you instruct the post office to hold it.)*
__ Certified
__ Recorded Delivery
__ Firm Bill
__ Registered
X Insured (6)
__ Return Receipt for Merchandise
__ Delivery Confirmation
__ Signature Confirmation

☐ **If checked, you or your agent must be present at time of delivery to sign for item**

Article Number(s)
VB 123 000 123 US (7)

Notice Left Section

Customer Name and Address
SGT JOHN J. MARINE (8)
H&HS PO BOX 452013

Article Requiring Payment
☐ Postage Due ☐ COD ☐ Customs

Amount Due
$

☐ **Final Notice:** Article will be returned to sender on

Delivered By and Date

PS Form **3849,** November 1999 102595-OO-M-O892 **Delivery Notice/Reminder/Receipt**

1. **Date of arrival**
2. **Origin**
3. **Location of article**
4. **Time available for pick-up**
5. **Type of article**
6. **Type of service**
7. **Article number**
8. **Addressee's name and address**

EXAMPLE 9A

DAMAGED, OPENED BY MISTAKE MAIL AND RECEIVED WITHOUT CONTENTS MAIL

FIRST STEP:

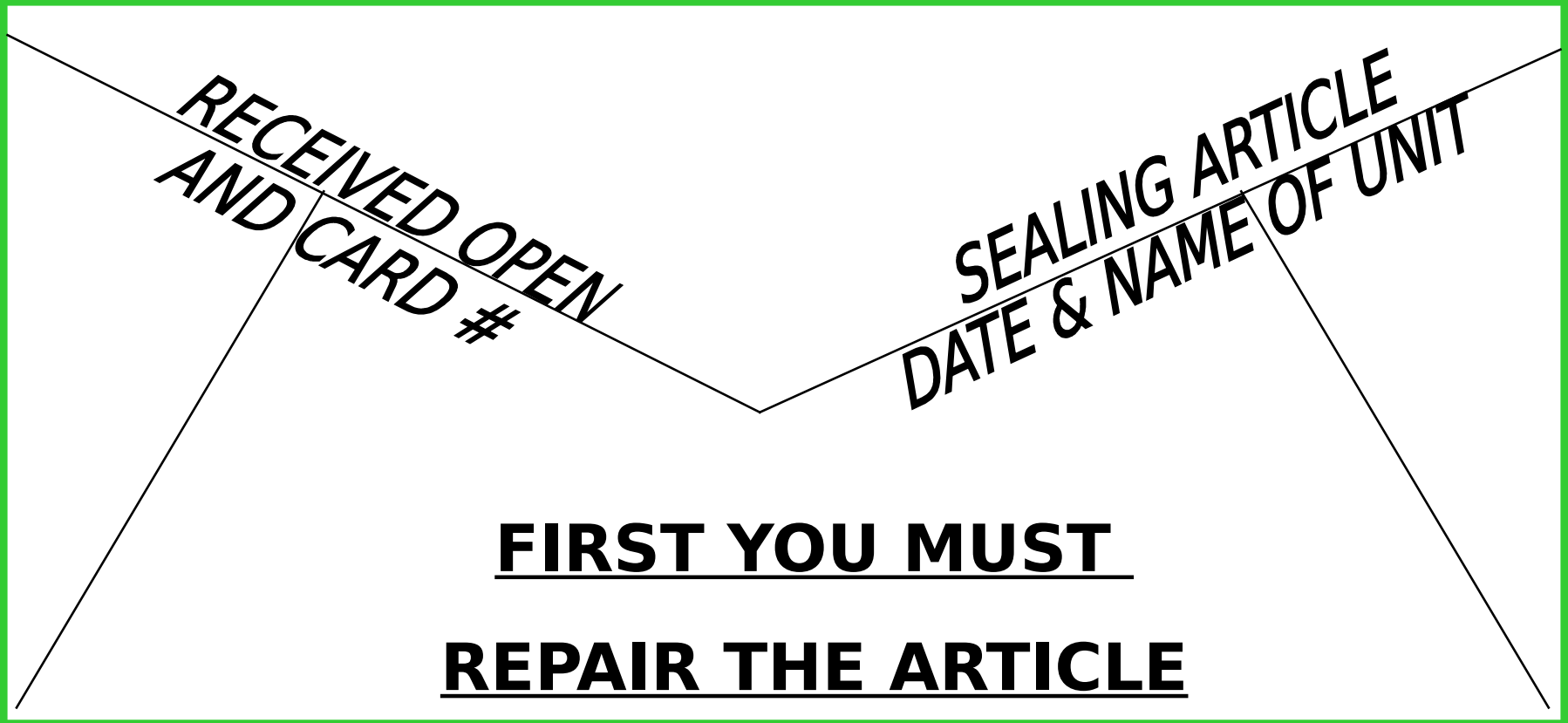
Identify articles that need repaired and repair the article.

NEXT STEP:

Endorse the article: “received in damaged condition, “opened by mistake” or “received without contents” (which ever applies),”card #, date and the name of the unit repairing the article.

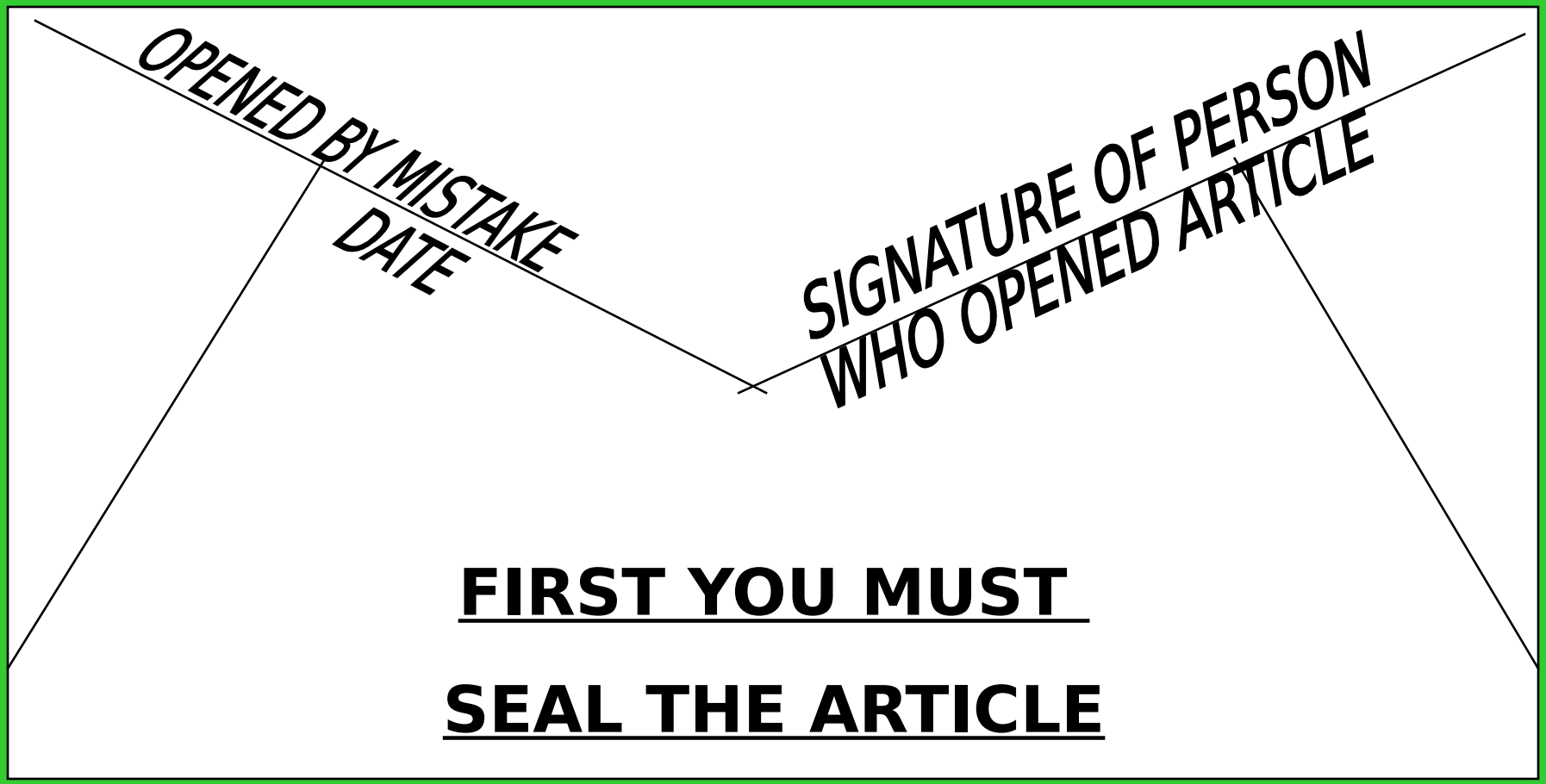
See (EXAMPLES 10 A, 10B, 10C) for the proper endorsement and markings.

RECEIVED OPENED MAIL



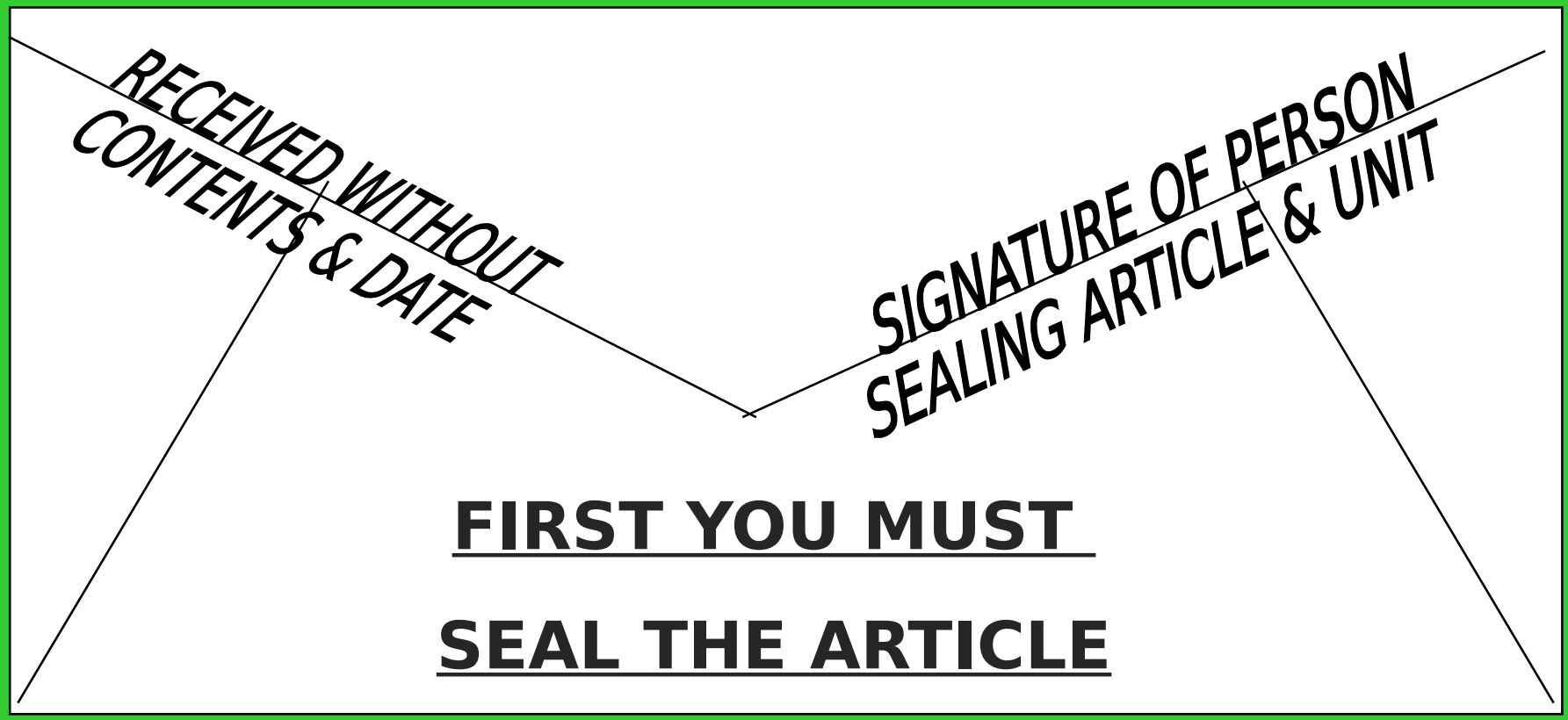
EXAMPLE 10A

OPENED BY MISTAKE MAIL



EXAMPLE 10B

MAIL RECEIVED WITHOUT CONTENTS



EXAMPLE 10C

MAIL ROOM REWORK PROCEDURES

Rework definition – Is any mail that cannot be delivered at the unit level due to the individual listed either is not at the unit, has left the unit or is away from the unit for temporary additional duty (TAD).

NOTES: A. Rework must be completed on a daily basis by the unit mail clerk and brought back to the serving post office the following work day.

B. Only mail clerks are authorized to make any annotations on the mail, mail orderlies will **never** make any annotations directly on a piece of mail they will utilize a sticky if any annotations are required.

C. If forwarding any mail to a hospital for a patient be sure to include a ward, floor, room number if possible.

READDRESSED ON BASE (FRONT)

- Draw one diagonal line through the incorrect portion of the address.
- Cross out bar code with a black china/grease marker only.

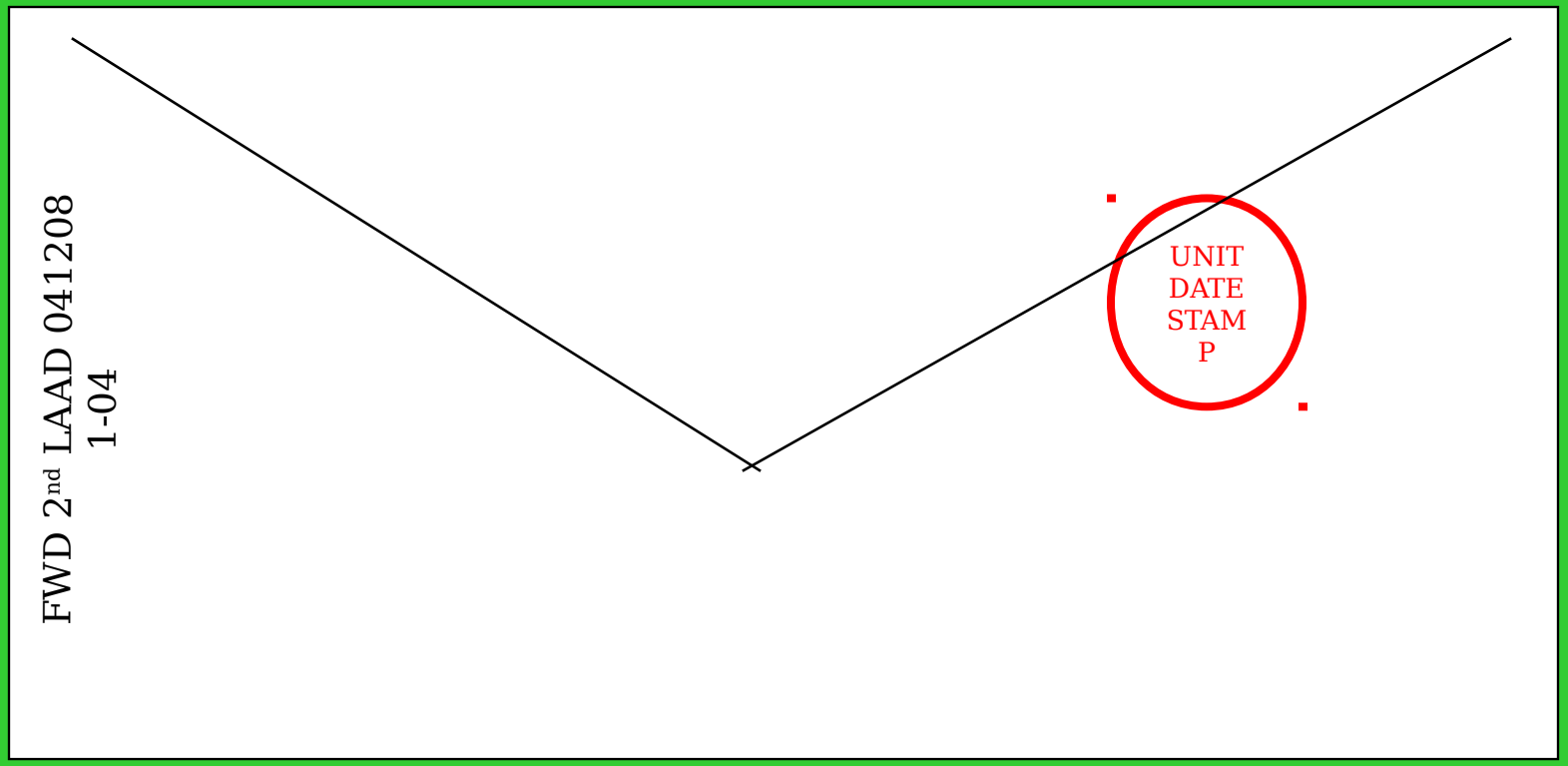
Mr. JONES
100 JONE RD
HOME TOWN, USA
00000

CPL STEVEN JONES
2nd LAAD
PSC BOX 8074
CHERRY POINT, N.C. 28533-0074

EDA: 041222
HQHQ SQDN
PSC BOX 8004

EXAMPLE OF MAIL CORRECTLY READDRESSED ON BASE (BACK)

FWD= Forward



EXAMPLE OF A LETTER WHERE THE INDIVIDUAL EITHER MOVED AND LEFT NO FORWARDING ADDRESS OR THE UNIT HAS NO RECORD OF THE INDIVIDUAL (FRONT)

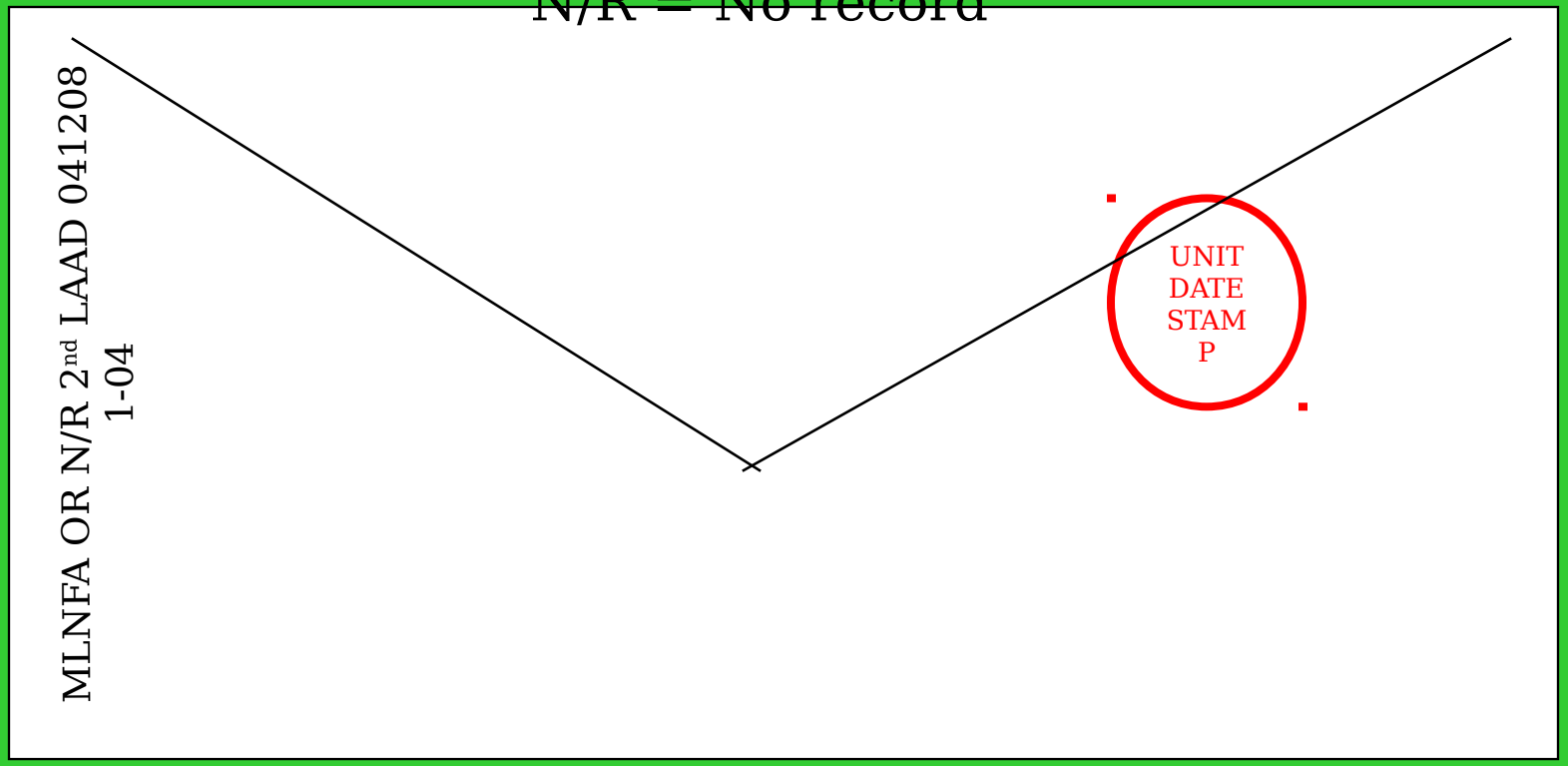
- Draw one diagonal line through the incorrect portion of the address.

Mr. JONES
100 JONE RD
HOME TOWN, USA
00000

CPL STEVEN JONES
2nd LAAD
PSC BOX 8074
CHERRY POINT, N.C. 28533-0074

EXAMPLE OF A LETTER WHERE THE INDIVIDUAL EITHER MOVED AND LEFT NO FORWARDING ADDRESS OR THE UNIT HAS NO RECORD OF THE INDIVIDUAL (BACK)

MLNFA = Moved left no forwarding address
N/R = No record



EXAMPLE OF A LETTER THAT WAS MISSENT TO THE MAIL ROOM AND PROPERLY ENDORSED (FRONT)

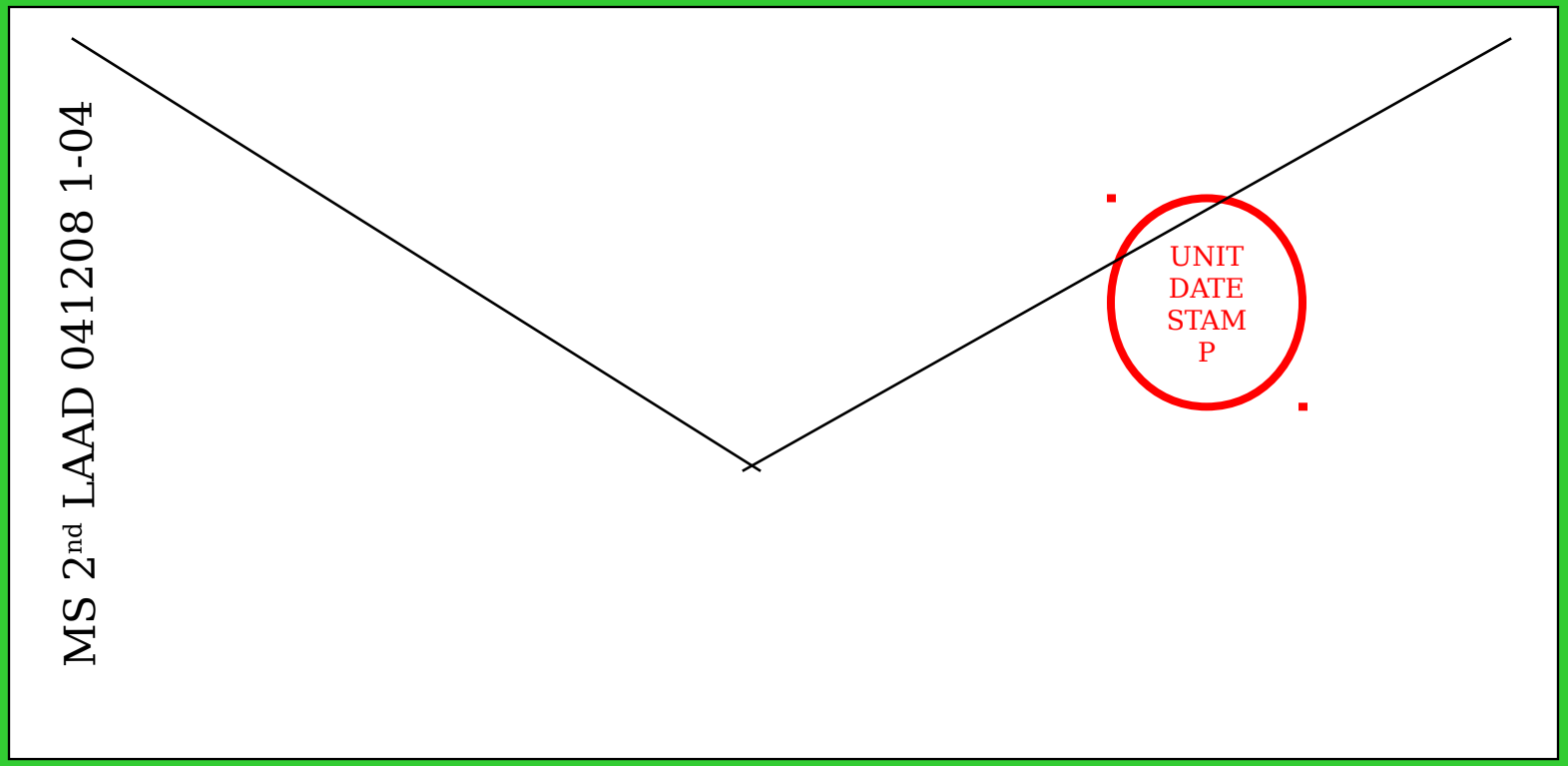
- Circle the address.
- Do not cross out bar code.
- If an entire bundle was missent to the mail room from the serving post office the mail clerk will make no endorsements on the mail, just return to the post office with a missent label.

Mr. JONES
100 JONE RD
HOME TOWN, USA
00000

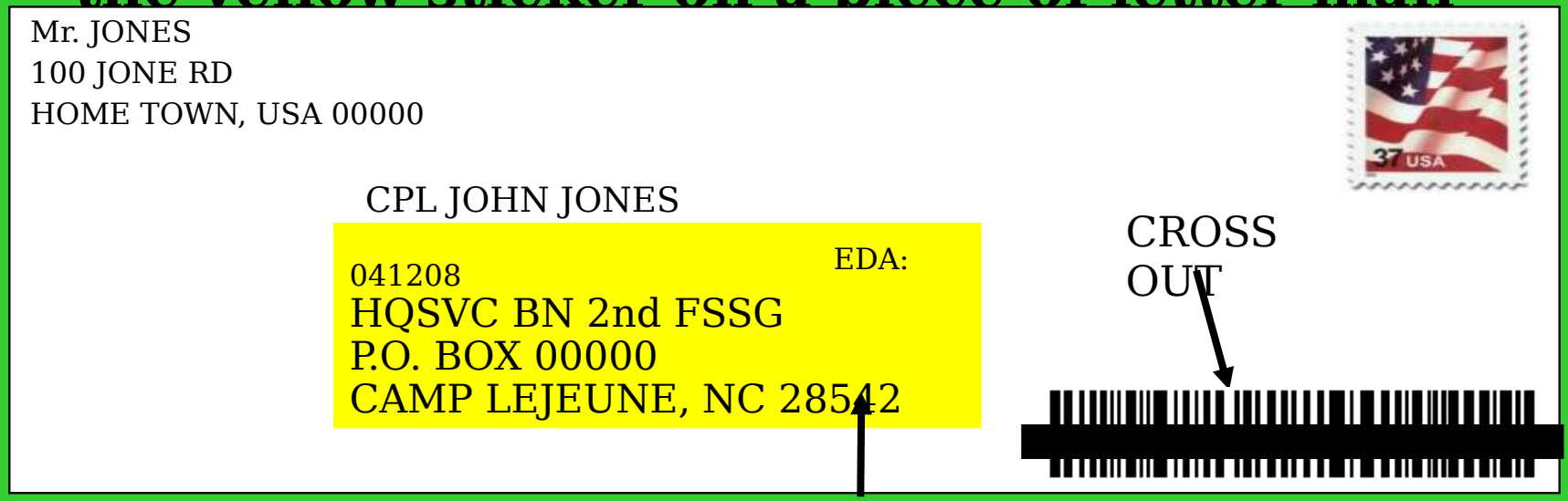
CPL STEVEN JONES
2nd LAAD
PSC BOX 8074
CHERRY POINT, N.C. 28533-0074

EXAMPLE OF A LETTER THAT WAS MISSENT TO THE MAIL ROOM AND PROPERLY ENDORSED (BACK)

MS = Missent



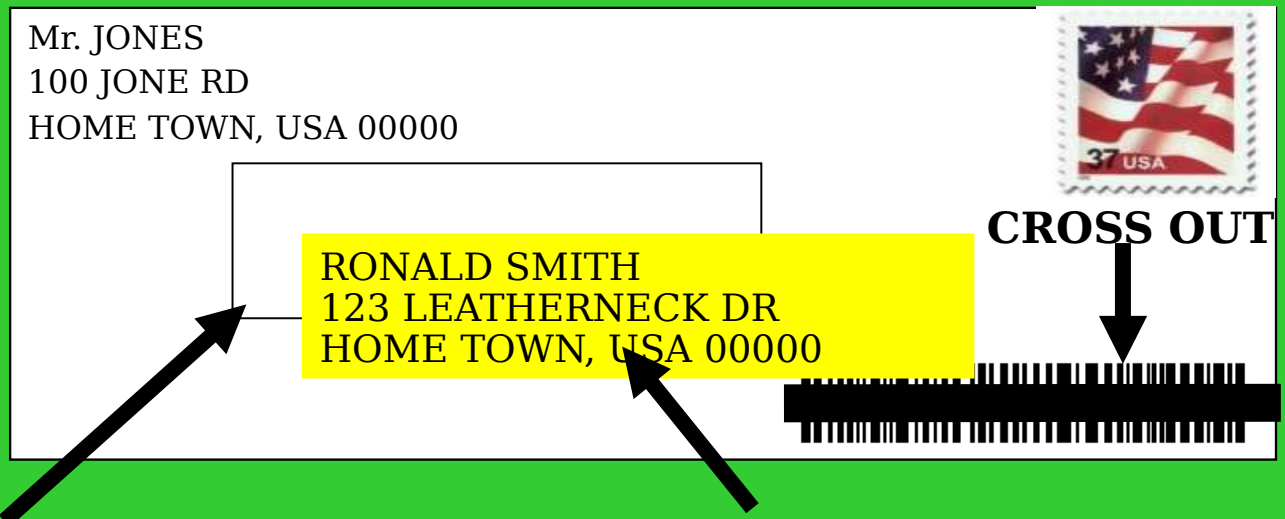
If using the DYMO label printer and the postal locater system this is the proper way to place the yellow sticker on a piece of letter mail



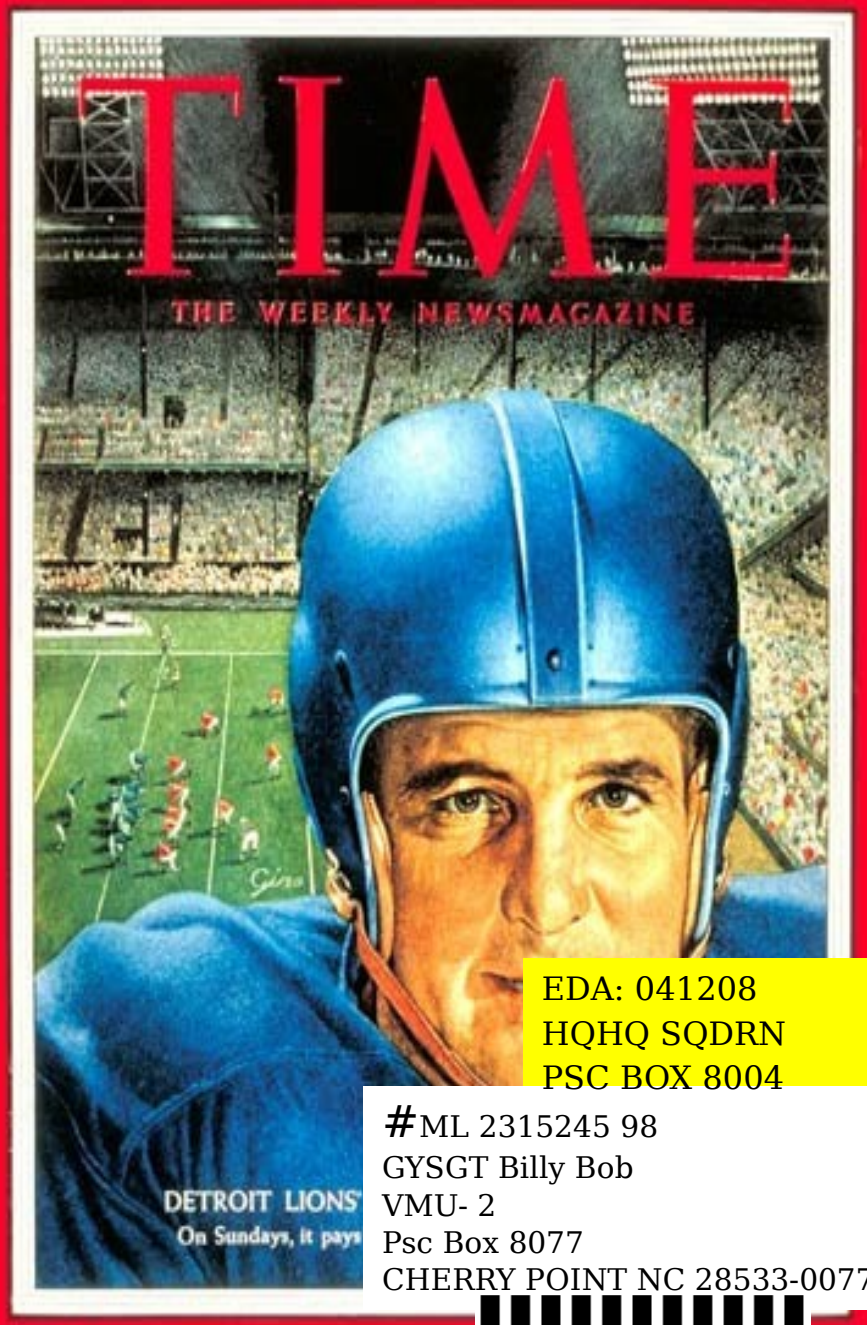
Place yellow DYMO label here

- A yellow label with a complete and legible forwarding address to include an EDA will be placed directly under the name. If there is a bar code above the name and address place the entire yellow sticker over the entire address to include the bar code.
- Completely cross out all bar codes at the bottom with a black china/grease marker.
- No geographical location such as (Okinawa, Japan) or abbreviation of the city will be used.
- All proper endorsements apply on the back of the letter.

EXAMPLE OF A PIECE OF MAIL READDRESSED IF THERE IS A WINDOW ON THE ENVELOPE



- Do not write or cross out the address in the window.
- If the barcode is in the window, cover the entire window

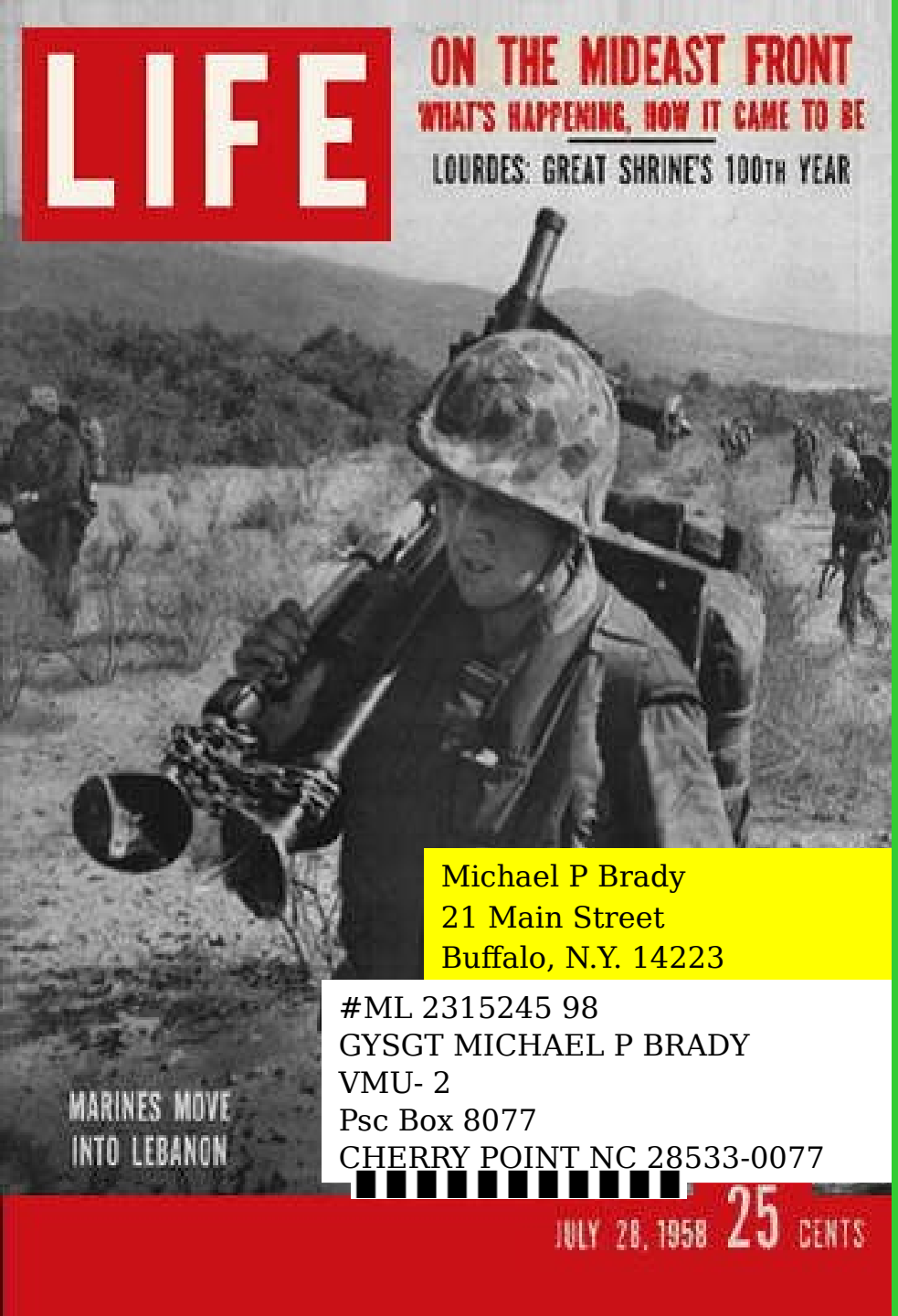


EDA: 041208
HQHQ SQDRN
PSC BOX 8004

#ML 2315245 98
GYSGT Billy Bob
VMU- 2
Psc Box 8077
CHERRY POINT NC 28533-0077

EXAMPLE OF PERIODICAL CORRECTLY READDRESSED ON BASE

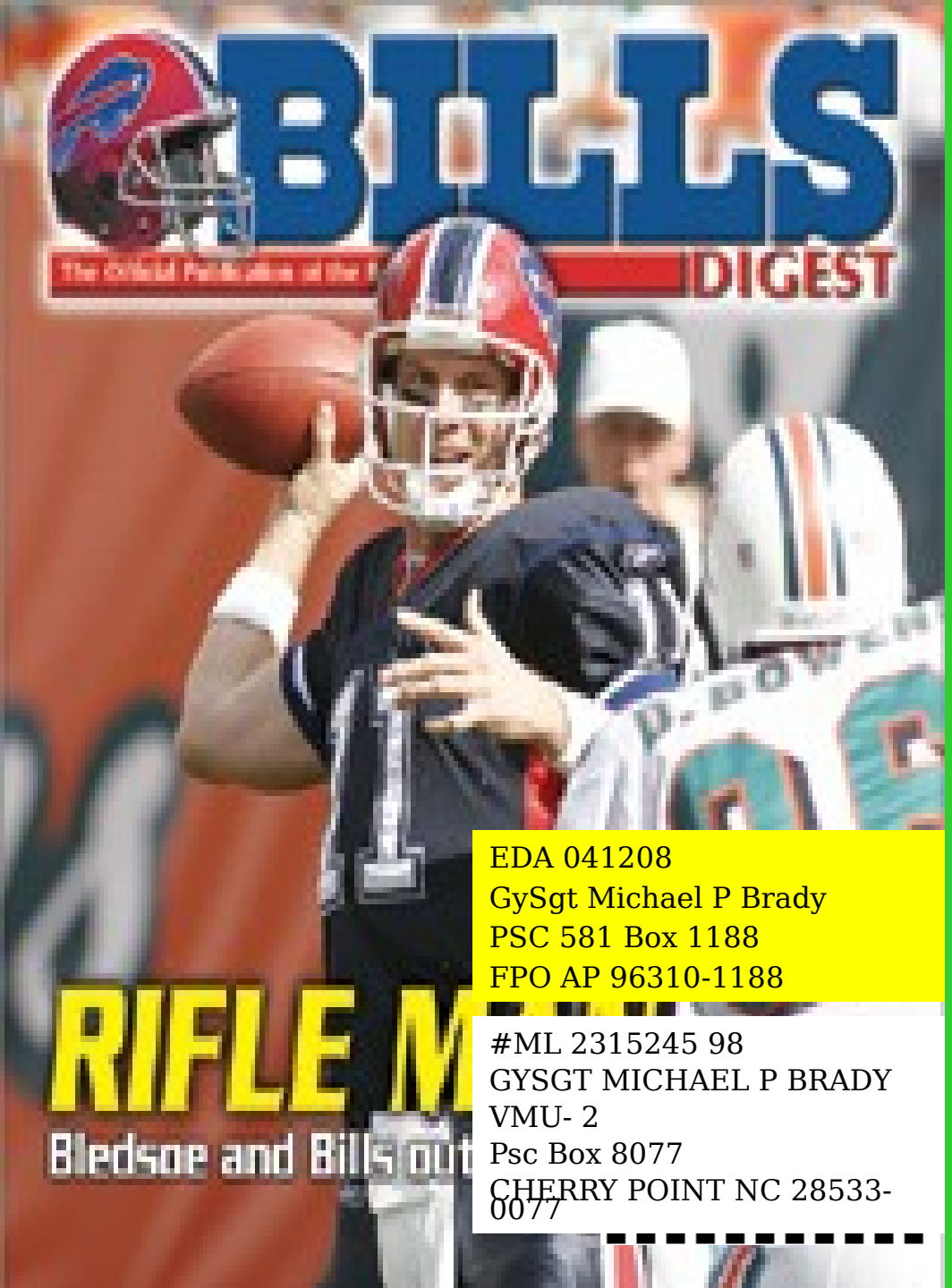
1. Labels will be placed above the original mailing label.
2. The label will include EDA, unit and PSC Box #.
3. Do not cover or alter The only endorsement on the back of the periodical will be the unit date stamp.



EXAMPLE OF PERIODICAL CORRECTLY READDRESSED TO A CIVILIAN ADDRESS OFF BASE

1. Labels will be placed above the original mailing label.
2. Do not cover or alter any part of the original

The only endorsement on the back of the periodical will be the unit stamp.



EDA 041208
GySgt Michael P Brady
PSC 581 Box 1188
FPO AP 96310-1188

#ML 2315245 98
GYSGT MICHAEL P BRADY
VMU- 2
Psc Box 8077
CHERRY POINT NC 28533-0077

EXAMPLE OF PERIODICAL CORRECTLY READRESSED TO A MILITARY ADDRESS OFF

1. Labels will be placed above the original mailing label.
2. All military addresses require an EDA date.
3. Do not cover or

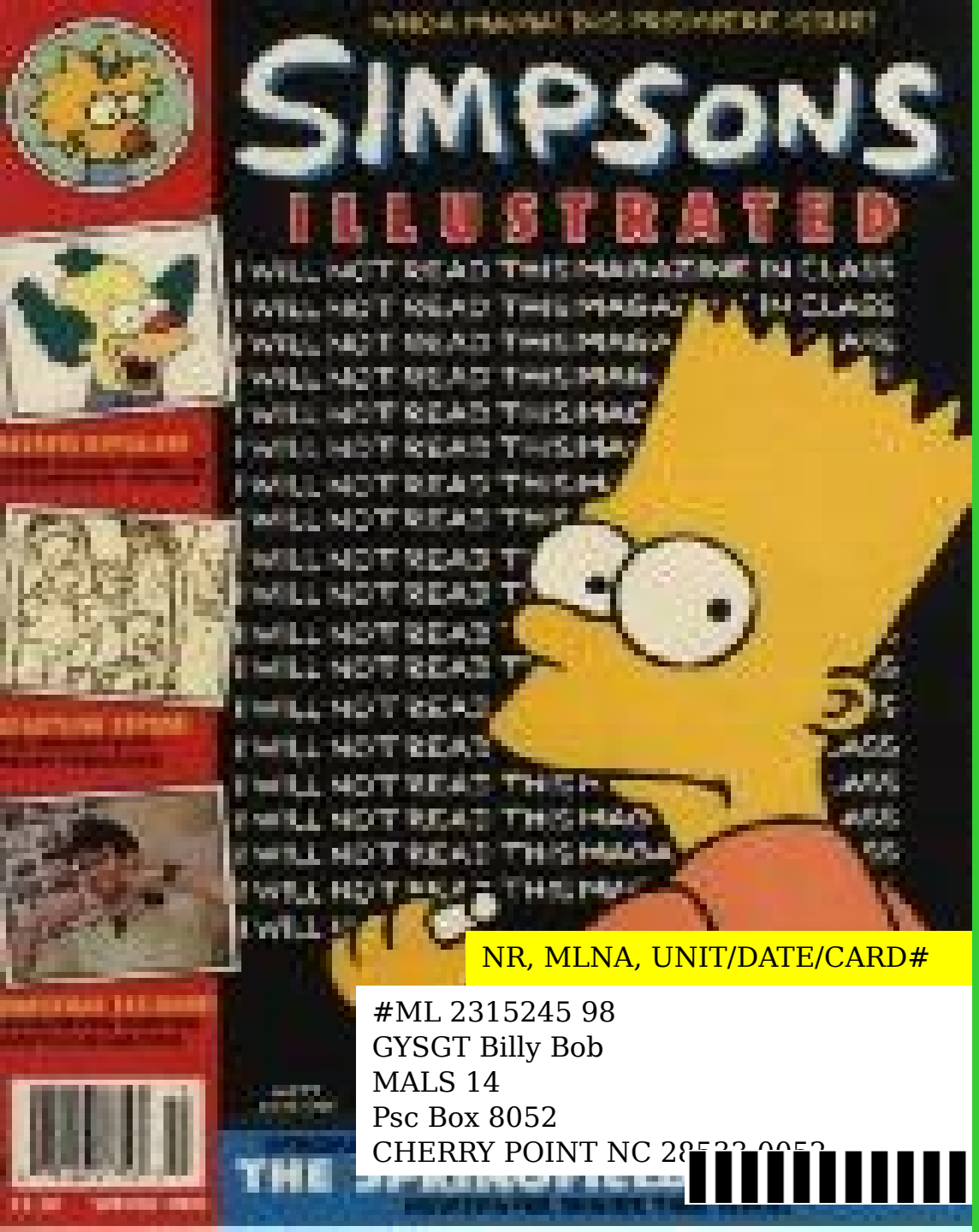
The only endorsement on the back of the periodical will be the unit stamp.

EXAMPLE OF PERIODICAL CORRECTED THAT WAS MISSENT ON

1. Labels will be placed above the original mailing label.
2. Circle address
3. Endorse on front: missent, unit, date, and card #

The only endorsement on the back of the periodical will be the unit stamp.

EXAMPLE OF PERIODICAL CORRECTLY MARKED AS N/R OR MLNA



1. Labels will be placed above the original mailing label.
2. The reason, unit, date, and card # must be annotated.
3. Do not cover or alter any part of the original

The only endorsement on the back of the periodical will be the Unit Stamp.

to a new address on a PS Form 3849 (FRONT)

- Place one line thru the address.
- Return to the serving post office with your rework (hand deliver to postal clerk)

United States Postal Service
Sorry We Missed you! We Redeliver for You

Today's Date: **041208**

Sender's Name: **NY 14150**

Item is at:
☐ Post Office *(See back)*
☒ **BLDG 153**

Available for Pick-up After
Date:
Time:

We will redliver or you or your agent can pick up. See reverse

☐ **If checked, you or your agent must be present at time of delivery to sign for item**

☐ Letter
☐ Large envelope, magazine, catalog,
☒ Parcel
☐ Restricted Delivery
☐ Perishable Item
☐ Other

For Delivery: *(Enter total number of items delivered by service type)*

For Notice Left: *(Check applicable item)*

___ Express Mail *(We will attempt to deliver on the next delivery day unless you call the post office to hold it)*
___ Certified
___ Recorded Delivery
___ Firm Bill
___ Registered
__X__ Insured
___ Return Receipt for Merchandise
___ Delivery Confirmation
___ Signature Confirmation

Record Article Number(s) Here:
V671365298

Notice Left Section

Customer Name and Address
BILLY BOB
MALS- 14 PSC BOX 8052

Article Requiring Payment
☐ Postage Due ☐ COD ☐ Customs

Amount Due
$

☐ **Final Notice:** Article will be returned to sender on

Deivered By and Date

PS Form **3849,** October 1998 102595-99-M-0191 **Delivery Notice/Reminder/Receipt**

Example of an Article that is being forwarded to a new address on a PS Form 3849 (BACK)

EDA 050114 3D FSSG FPO AP 96604
FWD MALS 14 041208 17-04

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. our agent will pick up, sign below in item 2, and enter agent's name here):

ustomer: a. Check all that apply in section 3;
b. Sign in section 2 below; and
c. Leave this notice where the carrier can see it.

ign Here to Authorize Redelivery
r to Authorize an Agent to Sign For
ou:

☐ Redeliver *(Enter day of week):*

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

☐ eave item at my address
ere to leave; example: or".) ***(This option is x is checked on he front your signature t time of de***

☐ Refused ward ☐ Return

Ps Form **3849,** er 1998 *(Reverse)*

STATION POST OFFICE
BLDG 153
MON-FRI 0730-1630
WED 0730-1200

Delivery Section	
Signature	**ADDRESSEE'S SIGNATURE**
Printed Name	**ADDRESSEE'S PRINTED NAME**
Delivery Address	**ADDRESSEE'S ADDRESS**

1234 5678 9012 3456

EDA 050114 3D FSSG FPO AP 96604

FWD MALS 14 041209 17-04

Example of an Article that is No Record or MLNA (FRONT)

Return to the serving post office with your rework (hand deliver to postal clerk)

United States Postal Service
Sorry We Missed you! We Redeliver for You

Today's Date: **041208**

Sender's Name: **14150**

Item is at:
- ☐ Post Office *(See back)*
- ☒ **BLDG 153**

Available for Pick-up After
Date:
Time:

We will redliver or you or your agent can pick up. See reverse

☐ **If checked, you or your agent must be present at time of delivery to sign for item**

- ☒ Letter
- ☐ Large envelope, magazine, catalog,
- ☐ Parcel
- ☐ Restricted Delivery
- ☐ Perishable Item
- ☐ Other

For Delivery: *(Enter total number of items delivered by service type)*

For Notice Left: *(Check applicable item)*

- ___ Express Mail *(We will attempt to deliver on the next delivery day unless you call the post office to hold it)*
- ___ Certified
- X Recorded Delivery
- ___ Firm Bill
- ___ Registered
- ___ Insured
- ___ Return Receipt for Merchandise
- ___ Delivery Confirmation
- ___ Signature Confirmation

Record Article Number(s) Here:
P 217 621 492

Notice Left Section

Customer Name and Address
~~**BILLY BOB**~~
MALS- 14 PSC BOX 8052

Article Requiring Payment
☐ Postage Due ☐ COD ☐ Customs

Amount Due
$

☐ **Final Notice:** Article will be returned to sender on

Deivered By and Date

PS Form **3849,** October 1998 102595-99-M-0191 **Delivery Notice/Reminder/Receipt**

Example of an Article that is No Record or MLNA (BACK)

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. Customer: a. Check all that apply in section 3;
   b. Sign in section 2 below; and
   c. Leave this notice where the carrier can see it.

STATION POST OFFICE
BLDG 153
MON-FRI 0730-1630
WED 0730-1200

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You:

X

041209 17-04

MLNA OR NR MALS

3. ☐ Redeliver *(Enter day of week):*

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

☐ ...ve item at my address
... to leave; example: ...d".) ***(This option is ... is checked on ... our signature ... time of de...***

☐ Refused ... ward ☐ Return

Ps Form **3849,** ...er 1998 *(Reverse)*

Delivery Section	
Signature	**ADDRESSEE'S SIGNATURE**
Printed Name	**ADDRESSEE'S PRINTED NAME**
Delivery Address	**ADDRESSEE'S ADDRESS**

1234 5678 9012 3456

MLNA OR NR MALS 14 041209 17-04

Example of an Article for a Marine that is on leave (FRONT)

- Return to the serving post office with your rework (hand deliver to postal clerk), the postal clerk will then issue a duplicate copy to the mail clerk to retain in the mail room.

United States Postal Service
Sorry We Missed you! We Redeliver for You

Today's Date: **041208**

Sender's Name: **NY 14150**

Item is at:
☐ Post Office *(See back)*
☒ **BLDG 153**

Available for Pick-up After
Date:
Time:

We will redliver or you or your agent can pick up. See reverse

☐ **If checked, you or your agent must be present at time of delivery to sign for item**

☒ Letter
☐ Large envelope, magazine, catalog,
☐ Parcel
☐ Restricted Delivery
☐ Perishable Item
☐ Other

For Delivery: *(Enter total number of items delivered by service type)*

For Notice Left: *(Check applicable item)*

___ Express Mail *(We will attempt to deliver on the next delivery day unless you call the post office to hold it)*
☒ Certified
___ Recorded Delivery
___ Firm Bill
___ Registered
___ Insured
___ Return Receipt for Merchandise
___ Delivery Confirmation
___ Signature Confirmation

Record Article Number(s) Here:
P 217 621 492

Notice Left Section

Customer Name and Address
BILLY BOB
MALS- 14 PSC BOX 8052

Article Requiring Payment
☐ Postage Due ☐ COD ☐ Customs
Amount Due
$

☐ **Final Notice:** Article will be returned to sender on

Deivered By and Date

PS Form **3849,** October 1998 102595-99-M-0191 **Delivery Notice/Reminder/Receipt**

Example of an Article for a Marine that is on leave (BACK)

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):

1. Customer: a. Check all that apply in section 3;
   b. Sign in section 2 below; and
   c. Leave this notice where the carrier can see it.

2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You:

X

3. ☐ Redeliver *(Enter day of week):*

(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)

☐ Leave item at my address *to leave; example: ".)* ***(This option is is checked on ur signature at time of del.***

☐ Refused ☐ ard ☐ Return

Ps Form **3849,** 1998 *(Reverse)*

STATION POST OFFICE
BLDG 153
MON-FRI 0730-1630
WED 0730-1200

Delivery Section	
Signature	**ADDRESSEE'S SIGNATURE**
Printed Name	**ADDRESSEE'S PRINTED NAME**
Delivery Address	**ADDRESSEE'S ADDRESS**

1234 5678 9012 3456

MALS 14 041208 17-04 ON LEAVE UNTIL

ON LEAVE UNTIL 050110

MALS 14 041208 17-04

LEAVE AND TAD MAIL INSTRUCTIONS

1. Mail for personnel on leave or TAD for 30 days or less will be held in the mail room, unless forwarding has been requested by the individual. Proper documentation showing leave or TAD dates for all mail being held will accompany the mail being held by using leave papers, TAD orders or a mail disposition form (EXAMPLE 11A).
2. If personnel are on leave or TAD for over 30 days their mail will be forwarded unless specific instructions from the individual or command states other wise. When forwarding mail to individuals ensure the unit mail clerk is aware of the cut off time for sending out the mail before the TAD or leave period is up. This allows the individual to receive all forwarded mail prior to returning.

MAIL DISPOSITION FORM

MAIL DISPOSITION FORM

(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SOCIAL SECURITY NUMBER	(4) SECTION

		Unit Diary #	DATE
☐	(5) **TAD (Temporary Additional Duty)**		
☐	(6) **UA (Unauthorized Absence)**		
☐	(7) **DESERTER (Must be run on the Diary)**		
☐	(8) **IHCA (In Hands of Civilian Authority)**		
☐	(9) **DECEASED**		
☐	(10) **HOSPITAL**		
☐	(11) **LEAVE**		

(13) HOLD MAIL
PERIODS COVERED

FROM:

TO:

(14) DATE

(12) SPECIAL INSTRUCTIONS:

(15) INDIVIDUAL'S SIGNATURE (TAD OR LEAVE ONLY)	(16) MAILCLERK'S SIGNATURE	(17) POSTAL OFFICER SIGNATURE: (Only required until a Diary Number is obtained)

EXAMPLE 11A

UA/ DESERTER MAIL INSTRUCTIONS

- Mail for personnel in UA status will be held in the unit mail room until declared a deserter on the 31st day or return from UA status with a mail disposition form attached.

- Once the individual has been run on the unit diary as a deserter all mail and the disposition form will be returned to the serving post office for further action.

MAIL FOR INDIVIDUALS IN THE BRIG OR IN THE HAND OF CIVILIAN AUTHORITIES (IHCA)

1. **BRIG** -Any personnel that are sent to the BRIG will have their mail sent to them on a daily basis, the mail will be addressed using the local BRIG assigned address. Under **no circumstances** will the words BRIG be annotated on any part or piece of the mail.

2. **In Hands of Civilian Authorities (IHCA)** - Put all mail for personnel confined by civilian authorities into an official mail envelope addressed to the warden in charge of the facility. Enclose a letter of explanation from the command with the individuals information on it also, include instructions to return the mail to the individuals command if undeliverable. (EXAMPLE 11B)

IN HANDS OF THE CIVILIAN AUTHORITIES LETTER

UNITED STATES MARINE CORPS
COMMAND LTR HEAD

SSIC
CODE
DATE

From: Commanding Officer
To: Warden of the Facility

Subj: MAIL FOR (MARINES NAME/ RANK)

1. Our records indicate the subject named Marine (SNM) is confined at your facility. Please deliver the enclosed mail to him/her. If SNM has been released please return to this command his/her mail. If SNM has been transferred please annotate the new address on each individual piece of mail and drop in any USPS mail box. In addition please notify the command via letter of the SNM new address.

2. The point of contact for this matter is (Postal Officer Name & Phone Number).

EXAMPLE 11B

Signature

CASUALITY MAIL INSTRUCTIONS

Causality mail will not be returned to sender or forwarded to the next of kin (NOK) until verification (usually by the unit causality officer and run on the diary) is received that the NOK have been notified. This mail may be held as long as necessary. Once the NOK have been notified, mail will be returned to sender or forwarded to the NOK per their wishes. The unit mail clerk will **never** make any annotations on the individuals mail sta vidual was a casualty. A mail disposition form wi individuals mail back to the post office.

ESTIMATE DATE OF ARRIVAL MAIL (EDA) INSTRUCTIONS

If an individual is due to arrive, hold their mail 15 days past the due in date. If mail is unclaimed at that time but additional information indicated that the member is still due to report **(ex. recruiters assistance orders, in the hospital),** then hold that mail an **additional 15 days** for a total of 30 days past the due in date.

NOTE: usted prior to annotating a n record iece of mail.

DIRECTORY FILE CARD (NAVMC 10572) INSTRUCTIONS

1. A directory file card system utilizing (NAVMC 10572) is required to be maintained by any command that operates a unit mail room. Any information contained on the directory file cards will not be given out to anyone.
2. The postal locater system is an automated way to ensure the proper address are annotated on mail required. However, the directory file card system is required due to field operations where the locater system cannot be accessed and signatures required to FWD mail.
3. When a Marine checks in, fill out 1 (NAVMC 10572) see (EXAMPLE 12A).
4. When a Marine checks out, complete the following boxes: (EXAMPLE 12B).
5. Temporary changes in status are required to be recorded in the appropriate spaces on the back of card when forwarding

DIRECTORY FILE CARD FOR INDIVIDUALS CHECKING IN (NAVMC 10572)

NAME (Last First Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
SMITH, JOHN	**000000000**	**E5**	

JOINED FROM	DATE	UNIT ASSIGNED
29 PALMS CA 92278	**040110**	**S-3**
	UD NO.	

DROPPED (New duty station, home address etc. - complete address with EDA)

SIGNATURE (required)	DATE	UD NO. (Only if no signature)

MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)
SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)

EXAMPLE 12A

DIRECTORY FILE CARD FOR INDIVIDUALS CHECKING OUT (NAVMC 10572)

NAME (Last First Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
SMITH, JOHN.	**0000000005**	**E5**	**JAN 2006**

JOINED FROM	DATE	UNIT ASSIGNED
29 PALMS CA 92278	**040110**	**S-3**
	UD NO.	

DROPPED (New duty station, home address etc. - complete address with EDA)

EDA 050107
SUPPLY BN
UIC 38592
FPO AP 96604-8293

SIGNATURE (required)	DATE	UD NO. (Only if no signature)
signature	**041208**	176-95 (See Note)

MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)

Note : A UD # No. is only required if a signature was not obtained, this is for military addresses only

EXAMPLE 12B

BACK OF THE DIRECTORY FILE CARD, TEMPORARY STATUS

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO DATE UD NO.	FROM DATE UD NO.	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO DATE UD NO.	FROM DATE UD NO.
TAD SGT COURSE CAMP GIEGER	^040122	^040222 *			

EXAMPLE 12C

ANNOTATION OF DISCARD DATE FOR THE DIRECTORY FILE CARD

NAME (Last First Middle Initial)	SSN	GRADE	DISCARD DATE (Mo., Yr.)
SMITH, JOHN.	**000000000**	**E5**	**JAN 2006**
JOINED FROM	DATE **040110**	UNIT ASSIGNED	
29 PALMS CA 92278	UD NO.	**S-3**	
DROPPED (New duty station, home address etc. - complete address with EDA)			
EDA 050107 **SUPPLY BN** **UIC 38592** **FPO AP 96604-8293**			
SIGNATURE (required)	DATE	UD NO. (O… signatur… 176-… Note #1)	
signature	**041208**		
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)			

NOTE: Personnel with the command six months or more: destroy after twelve full months. Personnel with the command less than six months: destroy after three months. Directory file cards need to be purged by the 5th working day of every month and destroyed if necessary.

MAINTAINING MORNING REPORTS

1. The unit mail room is required to maintain either morning reports, unit diaries, Marine on line daily unit accountability rosters or any other documentation that will provide the mail clerk with a means to maintain the maintenance of the directory file cards. These are required to be maintained for 6 months in the mail room.

   (EXAMPLE 13A)

UNIT MORNING REPORT

STANDARD MORNING REPORT

DATE: 041208

	TOTAL	TAD	LV	CONLV	UA	CNFT	IHCA	CCU	DES	SIQ	HOSP	OH
OFF (PERM)	1	0	0	0	0	0	0	0	0	0	0	1
ENL (PERM)	7	0	0	0	0	1	0	0	1	0	0	5
OFF (TAD)	0	0	0	0	0	0	0	0	0	0	0	0
ENL (TAD)	0	1	0	0	0	0	0	0	0	0	0	-1
OFF (FAP)	2	0	0	0	0	0	0	0	0	0	0	2
ENL (FAP)	44	0	1	0	0	0	0	0	0	0	0	42
OFF (NAVY)	0	0	0	0	0	0	0	0	0	0	0	0
ENL (NAVY)	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	54	1	1	0	0	1	0	0	1	0	0	49

SIGNATURE: SECTION: POSTAL

LEAVE **(TYPE)** **(FROM / TO DATE)**

TAD **DATES**

DESERTER **(FROM / TO DATE, TIME)**

TO CCU/BRIG/IHCA **(FROM / TO DATE)** **ADD THIS DATE**

SIQ/HOSP **(FROM / TO DATE)**

UA **(FROM / TO DATE)** **DROP THIS DATE**

EXAMPLE 13A

CHANGE OF ADDRESS CARD INSTRUCTIONS

Change of Address Cards (CAC) (OPNAV 5110/5)

1. Unit mail clerks are responsible for providing current directory file information when checking in and checking out.

2. All Marines being transferred are required to check in and out or their unit mail room. Failure to do so may result in a delay or non-receipt of personal mail.

3. The unit mail clerk will provide the individual checking into or out of a unit with a change of address card to complete. The unit mail clerk will send the CAC to the individuals old command if checking in or their new command if checking out via official mail. (EXAMPLE 13A)

4. Personnel using a civilian forwarding address will not complete a CAC, advise them to obtain a change of

CHANGE OF ADDRESS CARD (OPNAV 5110/5)

NOTICE CHANGE OF ADDRESS
OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500

DATE: **041208**

NAME (Last, first, middle)	RANK/RATE	SOCIAL SECURITY NUMBER
Marine, John J.	**Sgt**	**123 45 6789**

PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59.
PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions.
Data are inspected by co

NEW ADDRESS *(Consult **SNDL** for address)*

HQHQ SQDRN
PSC BOX 8004
CHERRY POINT NC 28533-0004

OLD ADDRESS *(Attach mailing label for publisher)*

HQSPT BN MCB
PSC BOX 20087
CAMP LEJEUNE NC 28542-0087

ESTIMATED REPORTING DATE: **050106**

DEPENDENT'S NAME *(If applicable)*: **N/A**

SIGNATURE: **John J. Marine**

FORWARD SECOND CLASS MATTER FOR 60 DAYS

THIS SPACE FOR POSTAL CLERK

ITEM	YES	NO
MAGAZINES	X	
NEWSPAPERS	X	

EXAMPLE 13A

PROCEDURES FOR DEPLOYED MAIL

1. All commands planning a deployment or field exercise must contact the military post office (operations section) and submit a request for mail routing, this needs to be done at a minimum of 45 days prior to departure. Once mail routing instructions have been established by the serving post office the command deploying will be advised. (EXAMPLE 14A)

2. The mail clerk will bundle all personnel mail that is to be sent out as deployed (except bulk mail) using three deployed mail cover sheets. On a daily basis this mail will be brought to the serving post office. The accepting postal clerk will verify and date chop the deployed mail cover sheets, give one back to the mail clerk for their records,

UNITED STATES MARINE CORPS

PSC BOX _____
CAMP LEJEUNE NC 28542-_ _ _ _

IN REPLY REFER TO
1510
_____

From: Unit Postal Officer, _____
To: Postal Operations Officer, Consolidated Post Office, Camp Lejeune, NC

Subj: **MAIL ROUTING REQUEST**

1. Postal support for the unit deployment described herein is requested. The following information is submitted:

   a. Name of exercise/operation: _____

   b. Departure date of advance party: _____

   c. Departure date of main body: _____

   d. ***Specific*** area of deployment: _____

   e. Estimated date of return for advance body: _____

   f. Estimated date of return for main body: _____

   g. Classes/types of mail to be forwarded: _____

   h. Size of unit (e.g., plt, bn, co, etc…): _____

   i. Total number of deploying personnel: _____

   j. Exact title of deploying unit/det: _____

   k. Any other units involved (attachments): _____

   l. Unit Postal Officer's e-mail address: _____

   m. Will there be a rear party in CONUS? _____

   n. Title of senior deploying Marine (OIC, CO): _____

2. Postal Officer's name: _____, ext: _____

_____
(Postal Officer Signature)

CONSOLIDATED POST OFFICE USE

1. Date received from deploying unit:

APDS

N:\OPS\MISC\MAIL ROUTING REQUEST

EXAMPLE 14A

DEPLOYED MAIL COVER SHEET (5119/8)
(FOR UNIT MAIL ROOM USE)

DATE: 21 AUGUST 2004 .

UNIT: _____ MWSS 274 .

Title of Unit, Company, Squadron or Detachment

MAIL CLERK'S NAME: CPL Billy Bob .

MAIL CLERK'S SIGNATURE: *BillyBob* .

PIECE COUNT:

LETTERS: 20
FLATS: 10
PARCELS: 4

TITLE OF OPERATION/EXERCISE:
CAX 1-04 .
29 PALMS CA 92278 .

APDS

APDS

(POST OFFICE USE)

SSGT JOEL CORTES .
ACCEPTING
POSTAL CLERK'S SIGNATURE

(DEPLOYED MAIL SECTION)

_____
POSTAL CLERK'S SIGNATURE

DEPLOYED MAIL

Deployed mail cover sheet will be attached to the deployed bundle.

Bundles will consist of no more than 25 letters or flats and banded by 4 rubber bands for security.

EXAMPLE 14B

PRIVACY OF MAIL/ POSTAL RECORDS PROCEDURES

The privacy of mail and postal records will not be violated. Mail clerks and orderlies will not break the seal of any mail matter nor are they to release information about mail or postal records. Request for information will be referred to the command's postal officer. Personal addresses of transferred individuals are privileged information and should not be divulged to anyone except in the course of official business. Mail clerks will refuse all telep[illegible]party" requests for personal addre[illegible]

REQUIRED UNIT MAIL ROOM INSPECTIONS (INTERNAL)

The unit postal officer/ assistant will conduct **random** and **weekly** unannounced inspections using the current AIRS checklist (Tab 100 Postal affairs). These inspections will be maintained in the mail room until the next quarterly inspection by the serving postal inspector.

(EXAMPLE 15A)

AIRS CHECKLIST (TAB 1-8)

NIT _____ **AIRS CHECKLIST** DATE _____

(THIS IS A REFORMATTED AIRS CHECKLIST FOR CAMP LEJEUNE USE)

Start Time _____ Finish Time

		YES	NO
510000000	FUNCTIONAL AREA: CODE: 100 DESCRIPTION: POSTAL AFFAIRS		
510001000	SUB CATEGORY: CODE: 01 DESCRIPTION: UNIT MAIL ROOM		
510001001	DID THE COMMANDING OFFICER APPOINT A GUNNERY SERGEANT OR ABOVE, OR A CIVILIAN EMPLOYEE (GS 6 OR ABOVE) IN WRITING AS A UNIT POSTAL OFFICER, AND A SNCO OR A CIVILIAN (G6 OR ABOVE) AS AN ASSISTANT POSTAL OFFICER? (MCO P5110.6A, PAR 1001.2 & .15, PAR 1003.1.D)	____	____
510001002	HAVE SUFFICIENT MAIL CLERKS / ORDERLIES BEEN PROPERLY APPOINTED BY THE COMMANDING OFFICER UTILIZING DDFORM 285? (DOD 4525.6M VOL II, CHAP 3, PAR 303.1)	____	____
510001003	WERE COPIES OF DD FORM 285 OR A PROPERLY COMPLETED DD FORM 2260 MAINTAINED AND FILED IN THE MAIL ROOM? (DOD 4525.6M, VOL II, PAR 305)	____	____
510001004	HAVE MAIL CLERKS / ORDERLIES BEEN PROPERLY TRAINED ON THEIR RESPONSIBILITIES FOR MAIL HANDLING PROCEDURES? (DOD 4525.6M, VOL II, CHAP 3, PAR 304) (MCO P5110.6A, PAR 2202)	____	____
510001005	ARE WEEKLY, UNANNOUNCED INSPECTIONS BEING CONDUCTED BY THE UNIT POSTAL OFFICER? (DOD 4525.6M, VOL II, CHAP 3, PAR 307.2) (MCO P5110.5, PAR 2104.1)	____	____
510001006	DOES THE MAIL ROOM HAVE ALL REFERENCES ON HAND TO INCLUDE A UNIT STANDING OPERATING PROCEDURES? (MCO P5110.6A, PAR 2100) DOES THE SOP CONTAIN THE FOLLOWING SECURITY (PROTECTION OF MAIL AND POSTAL EFFECTS, ACCESS TO MAIL ROOM AND MAIL TRANSPORTATION) DELIVERY OF MAIL DURING FIELD EXERCISES CORRECT AND COMPLETE MAILING ADDRESSES TIME AND METHOD OF MAIL DISTRIBUTION INSTRUCTIONS RELATIVE TO CUSTOM REGULATIONS	____	____
510001007	HAS A DD FORM 1115 (MAILROOM-NO ADMITTANCE) AND A SAMPLE MAILING ADDRESS BEEN COMPLETED AND POSTED NEAR THE MAIL ROOM ENTRANCE? (DOD 4525.6M, VOL. II, CHAP 3, PAR 301.2G)	____	____
510001008	ARE MAIL CLERKS / ORDERLIES BEING GIVEN ENOUGH TIME TO PERFORM MAIL HANDLING DUTIES EFFICIENTLY? (DOD 4525.6M, VOL. II, CHAP 3, PAR 301.1B)	____	____
510001009	DO MAIL CLERKS / ORDERLIES UNDERSTAND ALL ORDERS APPLICABLE TO THE OPERATION OF A MAILROOM? (DOD 4525.6M, VOL. II, CHAP 3, PAR 304) (MCO P5110.6A, PAR 2202) IS THE MAIL CLERK FAMILIAR WITH THE PROPER HANDLING OF DAMAGED ARTICLES? IS THE MAIL CLERK FAMILIAR WITH THE PROPER PROCEDURE FOR DELIVERING OR FORWARDING OF MAIL ADDRESSED TO THE "COMMANDING OFFICER OF _____ "? IS MAIL FOR INDIVIDUALS DUE TO ARRIVE HANDLED PROPERLY? IS THE MAIL CLERK FAMILIAR WITH THE PROPER PROCEDURE FOR HANDLING CASUALTY MAIL? IS UNDELIVERED MAIL RETURNED PROMPTLY TO THE MAIL ROOM? IS MAIL FOR PERSONNEL ON LEAVE OR TAD PROPERLY PROCESSED? IS MAIL FOR TRANSFERRED PERSONNEL PROPERLY READDRESSED TO INCLUDE A "DUE IN" DATE? IS MAIL FOR CONFINED PERSONNEL PROPERLY HANDLED?	____	____
510001010	IS PROPER PROTECTION AFFORDED MAIL IN TRANSIT TO AND FROM THE MAIL ROOM AND ARE ONLY AUTHORIZED VEHICLES UTILIZED? (DOD 4525.6M, VOL. II , CHAP 3, PAR 309.7 A & B)	____	____
510001011	DOES THE MAIL ROOM PROVIDE ADEQUATE SECURITY? (DOD 4525.6M, VOL. II, CHAP 3, PAR 309.4) DO DOORS HAVE SUITABLE LOCKS AND INSIDE LOCKS AND INSIDE-MOUNTED HINGES? WINDOWS EASILY ACCESSIBLE FROM OUTSIDE ARE BARRED OR MESHED WALLS AND CEILINGS ARE CONSTRUCTED OF SUCH MATERIAL AS TO PREVENT FORCIBLE ENTRY ARE DUPLICATE KEYS AND COMBINATIONS PROPERLY RETAINED AND SECURED?	____	____
510001012	IS THE MAIL ROOM BEING MAINTAINED IN AN ORDERLY CONDITION AND HAS ADEQUATE SPACE AND EQUIPMENT BEEN PROVIDED? (DOD 4525.6M, VOL. II, CHAP 3, PAR 301.1 A & C)	____	____

EXAMPLE 15A

510001013	ARE MAIL CLERKS / ORDERLIES FAMILIAR WITH REPORTING PROCEDURES FOR KNOWN OR SUSPECTED POSTAL OFFENSES? (DOD 4525.6M, VOL. II, CHAP 3, PAR 301.3H & CHAP 7)	____	____
510001014	ARE ONLY AUTHORIZED PERSONNEL ALLOWED IN THE MAIL ROOM? (DOD 4525.6M, VOL. II, CHAP 3, 309.5) (MCO P5110.6A, PAR 3001)	____	____
		YES	**NO**
510001015	IS THE MAIL CLERK AWARE OF THE PRIVILEGED NATURE OF MAIL AND POSTAL RECORDS? (DOD 4525.6M, VOL. II, CHAP 3, PAR 309.8)	____	____
510001016	IS THE MAIL CLERK'S PERSONAL MAIL HANDLED PROPERLY? (DOD 4525.6M, VOL. II, CHAP 4, PAR 402.7) (MCO P5110.6A PAR 4001.5)	____	____
510001017	IS MAIL BEING PROPERLY DELIVERED TO THE ADDRESSEE OR THE AUTHORIZED AGENT ONLY? (DOD 4525.6M, VOL. II, CHAP 4, PAR 404.2) (MCO P5110.6A, PAR 1003.4B)	____	____
510001018	IS ALL MAIL DATED TO SHOW DATE OF RECEIPT? (MCO P5110.6A , PAR 4001.4)	____	____
510001019	DID THE COMMANDING OFFICER DESIGNATE IN WRITING ALL PERSONNEL AUTHORIZED TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE ACCOUNTABLE MAIL? (MCO P5110.6A, PAR 4002.1 & 4002.3.A)	____	____
510001020	DO MAIL ORDERLIES PICK UP AT SPECIFIED TIMES AND IS UNDELIVERED MAIL RETURNED PROMPTLY TO THE MAIL ROOM? (DOD 4525.6M, VOL. II, CHAP 3, PAR 301.4A & D) (MCO P5110.6A PAR 1003.4A & C)	____	____
510001021	ARE RECORDS BEING KEPT OF ACCOUNTABLE MAIL ON PS FORM 3883, AND PROPERLY COMPLETED WHEN DELIVERED TO INCLUDE DAILY VERIFICATION BY THE UNIT POSTAL OFFICER OR ASSISTANT POSTAL OFFICER? (MCO P5110.6A, PAR 4002.3D & G)	____	____
510001022	IS ACCOUNTABLE MAIL PROTECTED BY A CHAIN OF RECEIPTS, FROM THE TIME THAT THE UNIT MAIL CLERK ACCEPTS IT, UNTIL DELIVERY IS MADE TO INDIVIDUALS DESIGNATED IN WRITING TO RECEIPT FOR IT? (MCO P5110.6A, PAR 4002.3 B)	____	____
510001023	IS ALL UNDELIVERABLE ACCOUNTABLE MAIL RETURNED TO THE SERVING POSTAL OFFICE DAILY? (MCO P5110.6A, PAR 4002.3F)	____	____
510001024	ARE DIRECTORY FILE CARDS (NAVMC 10572) PROPERLY COMPLETED, FILED AND MAINTAINED FOR THE REQUIRED PERIOD? (MCO P5110.6A, PAR 5002)	____	____
510001025	IS THE MAIL ROOM PROVIDED WITH A COPY OF THE DAILY UNIT DIARY OR ANY OTHER DOCUMENTATION THAT WOULD INSURE THE TIMELY AND COMPLETE RECEIPT OF INFORMATION FOR MAINTENANCE OF THE MAIL DIRECTORY FILE? (MCO P5110.6A, PAR 5004)	____	____
510001026	ARE CHANGE OF ADDRESS CARDS (OPNAV 5110/5) PROPERLY UTILIZED BY INCOMING AND OUTGOING PERSONNEL? (MCO P5110.6A, 5001.1 & 2)	____	____
510001027	ARE PERSONNEL REQUIRED TO CHECK IN / OUT WITH MAIL ROOM? (MCO P5110.6A, PAR 5001)	____	____
510001028	HAS A CLASSIFIED MATERIAL SCREENING POINT BEEN ESTABLISHED IN THE COMMAND MAIL HANDLING PROCEDURES? (OPNAVINST 5510.1G, PAR 10-1.3) (MCO P5110.6A, PAR 4002.3H)	____	____
510001029	MAIL ROOM ACTIVITIES WERE RATED AS _____?		
	HAVE ALL DISCREPANCIES NOTED ON THE LAST INSPECTION BEEN CORRECTED?	____	____

REMARKS (USE FOR FINDINGS, DISCREPANCIES AND NOTES THAT NEED AMPLIFICATION OR WERE NOT LISTED)

PERSONNEL DEBRIEFED _____

NAME OF POSTAL OFFICER _____ POSTAL OFFICER'S LAN ADDRESS

I CERTIFY THAT ALL MAIL FOR THIS COMMAND HAS BEEN PRESENTED FOR EXAMINATION AND NONE HAS BEEN CONCEALED AT TIME OF INSPECTION.

INSPECTOR (SIGNATURE, GRADE AND TITLE)

MAIL CLERK'S SIGNATURE _____ _____

EXAMPLE 15A

OFFICIAL MAIL MANAGER APPOINTMENT AND PROCEDURES

1. The official mail manager for the command must be appointed in writing by the current commanding officer. The purpose of the official mail manager is to ensure all outgoing command official mail has been screened for a proper address and address format as well as has it been consolidated to the smallest possible size. Consolidating all outgoing official mail to the smallest size saves the government a lot of money on an annual basis.
2. Official outgoing mail cannot be accepted by the commands mail clerk and stored in the mail room, there must be a designated central consolidation point established in the command. The mail clerk however, is authorized to bring the outgoing official mail to the serving post office during their daily mail pick up hours.

INSPECTION AND TRAINING BY THE POSTAL INSPECTOR

1. The command postal inspector will inspect every functioning command mail room on a quarterly basis using the current AIRS checklist.
2. The command postal inspector is responsible to ensure the current unit mail clerks are properly trained on their mail room duties. This is done by instructing the current mail indoctrination course.
3. Once the mail room has been inspected each quarter the postal inspector will give the current commanding officer an out brief of any findings, trend discrepancies or discrepancies in their mail room. If there are findings a corrective action is required. (EXAMPLE 16B)
4. The postal inspector will type an official report with a copy to the commands commanding officer and supporting inspectors office.

   (EXAMPLE 16A)

UNITED STATES MARINE CORPS
CONSOLIDATED POST OFFICE
PSC BOX 20001
CAMP LEJEUNE, NORTH CAROLINA 28542-0001

In Reply Refer To:
5110
6POS
4 Oct 03

From: Assistant Postal Officer
To: Commanding Officer, MWSG 27, 2D Marine Air Wing
Via: Commanding General, 2d Marine Air Wing (Wing Inspector)

Subj: SUMMARY INSPECTION REPORT

Ref: (a) MCO 5040.6G

1. Per the reference this summary inspection report is submitted.

2. General Information:

Inspected Command or Activity:	MWSG 27
Commanding Officer:	CWO4 Hoefer, T.
Postal Officer:	WO Rawlins, R. S.
Mail Clerk:	Cpl Daley, K. J./LCpl Vaughn, M. S.
Date of Inspection:	4 Oct 03
Mail Room Inspector:	GySgt SIMPSON, R.A..

3. Grade Assigned: Mission Capable

4. Findings. None

5. Trend Discrepancies: None

5. Discrepancies. None

6. Notes. OPNAVINST 5112.6B and MCO 5110.5C needs to be updated.

7. Comments: The mail room is operating in an "EXCELLENT MANNER." This is a direct reflection of the mail clerk's initiative, pride and attention to duty.

The commanding officer, postal officer and assistant postal officer were debriefed.

R.A. SIMPSON

EXAMPLE 16A

APPROPRIATE HEADING

5040
PLT CODE
DATE

From: Commanding Officer, Appropriate Unit
To: Commanding General, Appropriate Organization (Insp.)

Subj: **CORRECTIVE ACTION REPORT**

Ref: MCO 5040.6G

1. Per the reference, the following corrective action report is submitted:

Finding #1:

Corrective Action:

Finding #2:

Corrective Action:

Finding #3:

Corrective Action:

2. The finding(s) listed above were noted during the formal Command Quarterly nspection of _____ (insert date).

3. POC: Postal Officer's Name, Title, Extension.

Signature

Copy to:
Base PostalO

EXAMPLE 16B

REVIEW OF RETENTION PERIOD FOR REQUIRED FORMS

Appointment Letters - Destroy 2 years after revocation. (includes appointment of postal officer, assistant postal officer and official mail manager.)

Commanding Officer's Letter of Authorization - Destroy 2 years after revocation. (Each time an individual is added or taken off the original document, an entire new document is required.)

DD Form 285 - Destroyed immediately after revocation entry is made in DD Form 2260 (designation log). Notify the military post office of all mail clerks who are revoked with revocation letter.

DD Form 2260 - Destroy each sheet 2 years after the last revocation entry.

PS Form 3883 - Destroy 2 years from the date of delivery (for single forms). Firm delivery books will be retained for 2 years from the delivery date of the last completed form in the book.

REVIEW OF RETENTION PERIOD FOR REQUIRED FORMS

AIRS Checklist (Tab 100) - Weekly inspections conducted by the Unit Postal Officer are held until the next quarterly inspection conducted by the Military Post Office. Quarterly inspections are destroyed 2 years from the date of the inspection.

Mail Orderly Receipt Log - Destroy six (6) months from the date that mail was received.

TAD Orders / Leave Papers - Destroy after individual concerned has returned and has picked up his/her personal mail that was being held.

Unit Diary / Morning Report - Destroy after six (6) months from effective date.

Directory File Cards - Destroy cards for permanent personnel after being maintained for 12 complete months from the date of departure. Cards for personnel who are TAD to the unit for a period of less than six (6) months will be destroyed after they have been maintained for a full three (3) months from the date of departure.

HELPFUL HINTS

1. Ensure that all references are on hand.
2. Ensure that information contained in the unit mail handling order is current (i.e., mail call hours, building numbers).
3. Do hours posted on DD Form 1115 (mail room no admittance except personnel) coincide with those published in the mail handling order?
4. Are there at least two (2) mail orderlies per section?
5. Is DD Form 285 (Appointment of Unit Mail Clerk/Orderly) properly prepared (pay particular attention to Block #9).
6. Ensure that the postal officer conducts weekly/ random inspections.
7. Ensure mail orderlies pick-up at least once a da

HELPFUL HINTS continued

9. Ensure that official mail is receipted for by an authorized agent each day.
10. Ensure all mail that is retained overnight or returned to the post office is back stamped.
11. Ensure mail for personnel due to report is held for only fifteen (15) days past their EDA (unless additional information indicates a new reporting date).
12. Ensure orderlies return all undeliverable mail to the UMR the same day of receipt.
13. Ensure mail orderlies pick-up only at times established in the unit mail handling order.
14. Ensure documentation is provided immediately to the UMR for leave/TAD personnel.

HELPFUL HINTS continued

15. Ensure all copies of PS Form 3883 (Firm Delivery Book for Accountable Mail) are maintained in sequential order.

16. Ensure the postal officer verifies PS Form 3883 daily by initialing and annotating the date in the appropriate box.

17. Under no circumstances should incoming official accountable mail be kept in the UMR overnight.

18. Ensure Directory File Cards (DFC) contain complete first names, and are filled out properly.

19. There will be no geographical locations included in the mailing address of deployed commands or personal (i.e., Okinawa, Iraq).

20. Ensure that all mail forwarded to military commands include the EDA date.

HELPFUL HINTS
continued

22. Ensure applicable directory file cards are destroyed within the first 5 days of each month.

23. Ensure the UMR is included on the command's check in/out sheet.

24. Ensure that no excess gear is inside the UMR (i.e., wall lockers, extra filing cabinets, personal gear, CD player etc.).

25. Official mail consolidation point can not be located inside the unit mail room.

26. Ensure official accountable mail had been properly receipted for.

27. The mail clerk's personal mail should not be opened in the unit mail room.

HELPFUL HINTS continued

28. The unit mail room will be secured in the event of a possible postal offense until the MCB Postal Officer or his representative arrives.

29. The unit must notify the post office 45 days in advance of leaving for deployment.

30. Pre-deployment and post deployment inspections can be conducted in addition to the quarterly inspections upon request by the serving post office.

31. Ensure official mail is signed for daily on the mail orderly receipt log.

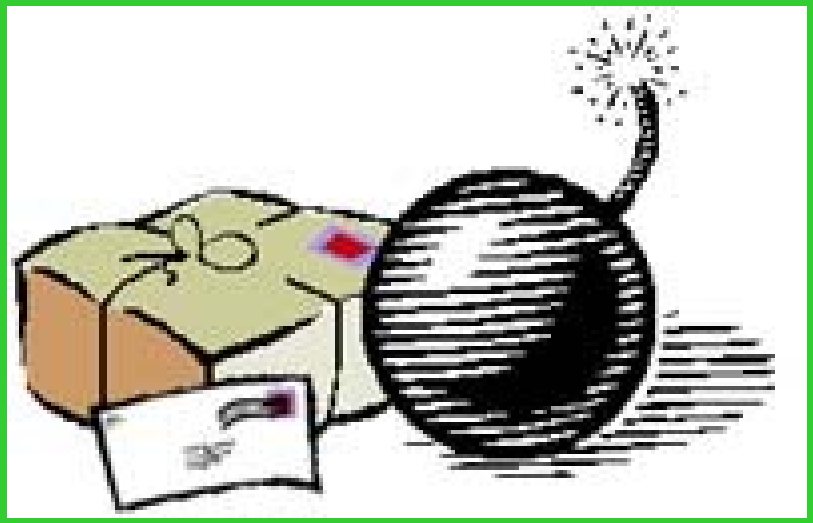
32. Hospital annotations and addresses must have complete addresses with EDA to include Room #, Floor, Ward #.

33. The mail disposition form should be used whenever possible.

MAIL BOMB INDICATORS

- **Indicators for Letters:**
  RESTRICTIVE MARKINGS
  POSTMARK CITY DIFFERENT FROM RETURN ADDRESS CITY
  EXCESSIVE POSTAGE
  MISSPELLED WORDS
  ADDRESSED TO TITLE ONLY
  RIGID OR BULKY
  BADLY TYPED OR WRITTEN
  FICTITIOUS, UNFAMILIAR, OR NO RETURN ADDRESS

  Indicators for Packages:
  FICTITIOUS, UNFAMILIAR, OR NO RETURN ADDRESS
  STRANGE ODOR
  LOPSIDED
  OILY STAINS ON WRAPPING
  WRONG TITLE WITH NAME
  PROTRUDING WIRES



TRAINING SAVES LIVES

HAVE A PLAN AND TRAI

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

1.DO NOT OPEN.

2.Isolate the mailing and evacuate the immediate area.

3.Do not put it in water or a confined space such as a desk drawer or filing cabinet.

4.If possible, open windows in the immediate area to assist in venting potential explosive gases.

5.If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent- instead, contact your local police department and Postal Inspector for professional assistance.

UNITED STATES
MARINE CORPS